

La Salle College

EVENING DIVISION BULLETIN

Programs in
BUSINESS ADMINISTRATION
and
SCIENCE



1959-1960

La Salle College

Philadelphia 41, Pennsylvania



La Salle College


EVENING DIVISION BULLETIN

Programs in
BUSINESS ADMINISTRATION
and
SCIENCE



*Conducted by the Brothers
of the Christian Schools*

Volume XXXX, Number 2
1959-1960 ANNOUNCEMENT
Philadelphia 41, Pennsylvania



Digitized by the Internet Archive
in 2012 with funding from
LYRASIS members and Sloan Foundation

CONTENTS

	Page
CALENDAR	5
BOARD OF MANAGERS	6
COLLEGE ADMINISTRATION	7
ADMINISTRATION AND FACULTY OF THE EVENING DIVISION	8
GENERAL INFORMATION	16
History of the College · General Purposes of the College · Special Purposes of the Evening Division	
EVENING PROGRAM OF THE COLLEGE	19
Admission to the Evening Division · Period of Admission · Classi- fication of Applicants · Admission Requirements · Transfer of Classification · Admission with Advanced Standing · Admission of Veterans · Admission Procedure · Registration · Roster Re- quirements · General Roster Plan · Change in Course · Credit for Off-Campus Courses · Attendance Policy · Withdrawal · Examinations · Grades · Scholastic Deficiencies · Academic Stand- ing · Dean's Honor List · Academic Censure · Requirements for a Degree · Requirements for a Certificate of Proficiency · Honors	
STUDENT PERSONNEL SERVICES	32
Objectives of the Student Personnel Program · The Counseling Center · Religious Activities · Student Organizations · Student Publications · The Placement Bureau · Intercollegiate and Intra- mural Athletics · The College Cafeteria · The Campus Store · The Alumni Association · The Library	
TUITION, FEES, AND OTHER CHARGES	37
Application Fee · Tuition Fee · Incidental Fees · Penalty Fees · Average Charges · Financial Arrangements · Refund or Remission of Tuition Policy	
PROGRAMS OF STUDY	43
Degree and Certificate Curricula	
BUSINESS ADMINISTRATION PROGRAMS	45
Accounting · General Business (Distributed, Economics, Finance, and Insurance Options) · Industrial Management · Industrial Relations · Marketing	
SCIENCE PROGRAMS	53
Chemistry · Electronic Physics	
DESCRIPTION OF COURSES	55
Accounting · Business Law · Chemistry · Economics · Eng- lish · Finance · Government · History · Industry · Insurance · Marketing · Mathematics · Modern Languages · Philosophy · Physics · Psychology · Religion · Sociology · Statistics	



*Saint John Baptist De La Salle
Universal Patron of Teachers*

CALENDAR

FALL TERM 1959-60

Last Day for Filing Applications for

Admission to Fall Term 1959	Wednesday	August	19
Registration, 7:00 to 9:00 P.M.	Monday	August	31
	to Friday	September	4
Classes begin, 7:00 P.M.	Tuesday	September	8
Last Day for Late Registration and			
Roster Changes	Friday	September	11
Mid-Term Examinations	Monday	November	2
	to Monday	November	9
Thanksgiving Recess begins, 10:05 P.M.	Wednesday	November	25
Thanksgiving Recess ends, 7:00 P.M.	Monday	November	30
Feast of the Immaculate Conception—			
Holiday	Tuesday	December	8
Christmas Recess begins, 1:00 P.M.	Saturday	December	19
Christmas Recess ends, 7:00 P.M.	Monday	January	4
Classes end, 1:00 P.M.	Saturday	January	16
Fall Term Final Examinations	Monday	January	18
	to Tuesday	January	26

SPRING TERM 1960

Last Day for Filing Applications for

Admission to Spring Term 1960	Wednesday	January	13
Registration, 7:00 to 9:00 P.M.	Monday	January	25
	to Friday	January	29
Classes begin, 7:00 P.M.	Monday	February	1
Last Day for Late Registration and			
Roster Changes	Friday	February	5
President's Day—Holiday	Friday	March	18
Mid-Term Examinations	Monday	March	28
	to Monday	April	4
Easter Recess begins, 10:05 P.M.	Wednesday	April	13
Easter Recess ends, 7:00 P.M.	Tuesday	April	19
Founder's Day—Holiday	Monday	May	16
Senior Examinations begin	Friday	May	20
Feast of the Ascension—Holiday	Thursday	May	26
Memorial Day—Holiday	Monday	May	30
Classes end, 1:00 P.M.	Saturday	June	4
Spring Term Final Examinations	Monday	June	6
	to Tuesday	June	14
Commencement Day	Thursday	June	9

LA SALLE COLLEGE IN THE CITY OF PHILADELPHIA

BOARD OF MANAGERS

BROTHER EDELWALD JAMES, F.S.C., <i>Chairman</i>	Elkins Park
BROTHER DANIEL BERNIAN, F.S.C.	Philadelphia
BROTHER DIDYMUS JOHN, F.S.C.	Philadelphia
BROTHER FELIX FRANCIS, F.S.C.	Philadelphia
BROTHER EDWARD JOHN, F.S.C.	Philadelphia
BROTHER EDWIN ANSELM, F.S.C.	Ammendale, Md.
BROTHER EINGAN FRANCIS, F.S.C.	Philadelphia
RT. REV. MSGR. THOMAS F. McNALLY, V.G.	Jenkintown, Pa.
JOHN MCSHAIN	Philadelphia
JOSEPH SCHMITZ, JR.	Philadelphia
WILLIAM F. KELLY	Philadelphia
JOHN F. CONNELLY	Philadelphia

Executive Committee: BROTHER E. JAMES, *Chairman*; BROTHER DANIEL; MSGR. THOMAS McNALLY; MR. JOHN MCSHAIN; BROTHER E. JOHN, *Secretary*.

Finance Committee: BROTHER E. JAMES, *Chairman*; BROTHER DANIEL; BROTHER F. FRANCIS; BROTHER D. JOHN; MR. WILLIAM F. KELLY; BROTHER E. JOHN, *Secretary*.

Committee on Nominations: BROTHER E. JAMES, *Chairman*; BROTHER DANIEL; MR. JOSEPH SCHMITZ, JR.; BROTHER E. JOHN, *Secretary*.

OFFICERS OF THE CORPORATION

BROTHER EDELWALD JAMES, F.S.C.	Chairman of the Board
BROTHER DANIEL BERNIAN, F.S.C.	President
BROTHER DIDYMUS JOHN, F.S.C.	Vice-President
BROTHER FELIX FRANCIS, F.S.C.	Treasurer
BROTHER EDWARD JOHN, F.S.C.	Secretary

COLLEGE ADMINISTRATION

BROTHER DANIEL BERNIAN, F.S.C., PH.D.President

ACADEMIC ADMINISTRATION

BROTHER D. JOHN, F.S.C., PH.D.Dean of the College
BROTHER G. ROBERT, F.S.C., M.A.Dean of Arts and Sciences
BROTHER DAVID CASSIAN, F.S.C., M.A.Dean of Business Administration
BROTHER G. PAUL, F.S.C., PH.D.Dean of the Evening Division
BROTHER F. CHRISTOPHER, F.S.C., PH.D.Director of Admissions
BROTHER G. JOSEPH, F.S.C., M.A.Registrar
BROTHER EDMUND JOSEPH, F.S.C., B.S. in L.S.Director of the Library
MARGARET KEILY LENNON, B.A.Assistant Registrar
FRANCIS J. NATHANS, M.A.Assistant to the Dean
CHARLES P. PERKINS, M.A.Assistant to the Dean, Evening Division

STUDENT PERSONNEL ADMINISTRATION

BROTHER GAVIN PAUL, F.S.C., PH.D.Dean of Students,
Director of Housing
REVEREND RICHARD MARK HEATH, O.P., PH.D.Chaplain
BROTHER D. AUGUSTINE, F.S.C., PH.D.Director of Student Organizations
JOHN ROONEY, PH.D.Director of Counseling Center
THOMAS MCCARTHY, PH.D.Assistant Director of Counseling Center
EDWARD DILLON, M.A.Reading Consultant
MARY CATTIE, B.A.Psychometrist
JAMES J. HENRY, M.A.Director of Athletics
THOMAS F. MCTEAR, M.D., SC.D.College Physician
RUTH SERCHAK, R.N.Attending Nurse

BUSINESS ADMINISTRATION

JOSEPH J. SPRISLER, D.C.S.Business Manager
BROTHER EDWARD JOHN, F.S.C., M.A., D.C.S.Bursar
LAWRENCE J. ROSANIA, B.S., C.P.A.Assistant Comptroller
DONALD MASSERSuperintendent of Buildings and Grounds
WILLIAM HALLDirector of Dining Hall
FRANCIS DE SALES KERR, B.S.Manager of Campus Store

PUBLIC RELATIONS ADMINISTRATION

JOHN L. MCCLOSKEY, M.B.A.Assistant to the President,
Director of Development
ROBERT SCHAEFER, B.A.Director of Publicity
L. THOMAS REIFSTECK, M.B.A.Director of Placement

ADMINISTRATION OF THE EVENING DIVISION

BROTHER G. PAUL, F.S.C., Ph.D., LL.D.	DEAN
JOSEPH J. SPRISLER, D.C.S.	CONSULTANT TO THE DEAN
CHARLES P. PERKINS, M.A.	ASSISTANT TO THE DEAN
JOHN J. ROONEY, M.A., Ph.D.	STUDENT GUIDANCE

FACULTY OF THE EVENING DIVISION

CARL J. ALLEN	PHILOSOPHY
B.A., Colorado College	
M.A., University of Notre Dame	
AUSTIN J. APP	ENGLISH
B.A., St. Francis Seminary	
M.A., Ph.D., Catholic University of America	
JOSEPH F. ARMSTRONG	ACCOUNTING
B.S., La Salle College	
M.S., Temple University	
JOHN C. BANNAN	MARKETING
B.S. in Econ., University of Pennsylvania	
MAX BARTH	CHEMISTRY
B.A., Ph.D., New York University	
ARTHUR H. BENNER	PHYSICS
B.S. in E.E., University of Kansas	
M.S. in E.E., Pennsylvania State University	
Ph.D., Pennsylvania State University	
DONALD T. BEST	MATHEMATICS
B.S. in E.E., Villanova University	
M.S. in E.E., University of Pennsylvania	
WILLIAM J. BINKOWSKI	HISTORY
B.A., La Salle College	
M.A., University of Pennsylvania	
RICHARD P. BOUDREAU	FRENCH
B.A., Seton Hall University	
M.A., Ph.D., Princeton University	
LAWRENCE G. BOWMAN	ENGLISH
B.A., La Salle College	
VINCENT D. BRADLEY	FINANCE
B.S., Villanova University	
M.B.A., University of Pennsylvania	

HUGH E. BROOKS	SOCIOLOGY
B.A., Merrimack College	
M.A., Ph.D., Catholic University of America	
VICTOR D. BROOKS	PSYCHOLOGY
B.S. in Ed., University of Pennsylvania	
M.Ed., Ed.D., Temple University	
MARTIN L. BURKE	BUSINESS LAW
B.S., La Salle College	
LL.B., Temple University	
RAYMOND S. BURNS	ENGLISH
B.A., St. Bonaventure University	
M.A., Columbia University	
THOMAS P. CALLAN	CHEMISTRY
B.A., La Salle College	
WALTER O. CARLSON	MATHEMATICS
B.S., M.S., Ph.D., University of Minnesota	
JOSEPH M. CARRIO	SPANISH
B.A.S., University of Havana	
JOHN H. CHRISTIE	INSURANCE
B.S., La Salle College	
CASIMIR CIESLA	STATISTICS
Dr. Rer. Pol., University of Innsbruck	
JOHN A. CLEMENT, JR.	BUSINESS LAW
B.A., La Salle College	
LL.B., Temple University	
GERALD F. CONNELL	MATHEMATICS
B.S. in Ch.E., Villanova University	
JOHN L. CONNOLLY, C.P.A.	ACCOUNTING
B.S., La Salle College	
VINCENT A. COOKE	INDUSTRY
Graduate M.E., Drexel Institute of Technology	
JOHN M. COULSON	ENGLISH
B.A., La Salle College	
M.A., Niagra University	
ROBERT J. COURTNEY	GOVERNMENT
B.A., La Salle College	
M.A., Niagara University	
Ph.D., University of Pennsylvania	
JOSEPH E. CROWLEY	INDUSTRY
B.A., La Salle College	
LL.B., Temple University	
WILLIAM C. CURTIS	PHYSICS
B.S. in E.E., M.S. in E.E., University of Illinois	
M.S. in Com. E., Ph.D., Harvard University	

MICHAEL A. DEANGELIS	ACCOUNTING
B.S., M.S., Temple University	
JOHN J. DE LA COUR, C.P.A.	ACCOUNTING
B.S., Villanova University	
FRANCIS J. DONAHOE	PHYSICS
B.A., La Salle College	
Ph.D., University of Pennsylvania	
UGO DONINI	HISTORY
B.A., M.A., University of Pennsylvania	
CHARLES J. DOUGHTY	ACCOUNTING
B.S., La Salle College	
JOHN M. DRONSON	ECONOMICS
B.S., La Salle College	
M.A., Temple University	
CHESTER DUDZIAK	MATHEMATICS
B.S. in E.E., University of Buffalo	
FRANCIS A. DUFFY	ENGLISH
B.A., La Salle College	
ANTHONY J. DWYER	ENGLISH
B.A., La Salle College	
SIDNEY N. EINHORN	MATHEMATICS
B.S. in E.E., Drexel Institute of Technology	
M.S. in E.E., University of Pennsylvania	
JAMES W. FINEGAN	ENGLISH
B.A., La Salle College	
EUGENE J. FITZGERALD	PHILOSOPHY
B.A., La Salle College	
M.A., Fordham University	
JOSEPH F. FLUBACHER	ECONOMICS
B.A., La Salle College	
M.A., Ed.D., Temple University	
HAROLD FRIEDLAND	MARKETING
B.B.A., City College of New York	
M.B.A., University of Pennsylvania	
WILLIAM F. GARRITY, C.P.A.	ACCOUNTING
B.S., La Salle College	
M.B.A., Temple University	
HARRY J. GIBBONS	ACCOUNTING
B.S., La Salle College	

JOHN F. GIBBONS	PHILOSOPHY
B.A., S.T.B., Ph.L., Loyola University	
BURTON G. GLAZER	PHYSICS
B.S., M.S., Columbia University	
FREDERICK GOEHRINGER, 3RD	INDUSTRY
B.A., M.B.A., University of Pennsylvania	
GEORGE J. GRADEL	CHEMISTRY
B.A., La Salle College	
M.S., Drexel Institute of Technology	
PAUL M. HAFEY	GOVERNMENT
B.A., Amherst College	
CHARLES A. J. HALPIN, JR.	INDUSTRY
B.S., La Salle College	
M.A., University of Pennsylvania	
LL.B., Temple University	
E. FRANCIS HANLON	ENGLISH
B.A., St. Joseph's College	
HOWARD L. HANNUM	ENGLISH
B.A., La Salle College	
M.A., University of Pennsylvania	
JOHN L. HARBISON	GOVERNMENT
B.S., M.A., Boston College	
REVEREND JOSEPH A. HENRY	RELIGION
B.A., St. Charles Seminary	
M.A., Villanova University	
J.C.D., Catholic University	
WILLIAM H. HENRY, JR.	ENGLISH
B.A., University of Pennsylvania	
M.Ed., M.A., Temple University	
EDWARD P. HILL	ECONOMICS
B.A., La Salle College	
M.A., Temple University	
JAMES R. JOHNSON	INDUSTRY
B.S. in M.E., Drexel Institute of Technology	
WALTER J. KAISER, C.P.A.	ACCOUNTING
B.S., La Salle College	
WALTER M. KANE	PHYSICS
B.S., City College of New York	
M.S., Stevens Institute	
JOHN J. KEENAN	ENGLISH
B.A., La Salle College	
M.A., University of Pennsylvania	

CHARLES V. KELLY	ENGLISH
B.A., St. Joseph's College	
M.A., University of Pennsylvania	
REVEREND FRANCIS X. KEUL	RELIGION
B.A., M.A., St. Charles Seminary	
CLAUDE F. KOCH	ENGLISH
B.S., La Salle College	
M.A., University of Florida	
LEONARD C. KURFUERST	INDUSTRY
B.S. in M.E., University of Pennsylvania	
ROBERT F. LAVELLE	BUSINESS LAW
B.A., University of Scranton	
LL.B., Georgetown University	
LENNOX N. LEE	MARKETING
B.S., M.B.A., Temple University	
HENRY J. LOPEZ, C.P.A.	ACCOUNTING
B.S., Villanova University	
GEORGE LUCHAK	MATHEMATICS
B.A., M.A., Ph.D., University of Toronto	
DENNIS J. MCCARTHY	HISTORY
B.A., La Salle College	
M.A., Fordham University	
JOHN F. MCGLYNN	ENGLISH
B.A., M.A., University of Pennsylvania	
PHILIP J. MCQUILLAN	INDUSTRY
B.S., Villanova University	
JOHN F. MALLOY, JR.	SOCIOLOGY
B.S., St. Joseph's College	
M.A., University of Scranton	
ALAN O. MANN	INDUSTRY
B.A., Hobart College	
MARTIN P. MARION	MATHEMATICS
B.A., Brooklyn College	
M.S., Polytechnic Institute of Brooklyn	
JOSEPH G. MARKMANN	ACCOUNTING
B.S., La Salle College	
JOSEPH C. MIHALICH	PHILOSOPHY
B.A., M.A., Duquesne University	
JOSEPH P. MOONEY	ECONOMICS
B.A., La Salle College	
M.A., University of Pennsylvania	

EDWIN E. MOORE	INDUSTRY
B.S. in E.E., Swarthmore College	
JOHN J. MOORE	ENGLISH
B.A., Georgetown University	
M.A., Fordham University	
JOSEPH L. MORAN	ENGLISH
B.A., La Salle College	
M.A., Middlebury College	
REVEREND ROBERT A. MORRISON	RELIGION
B.A., St. Charles Seminary	
M.A., Villanova University	
PAUL M. MOSER	PHYSICS
B.A., La Salle College	
M.S., University of Delaware	
EDWARD M. MURAWSKI	PHILOSOPHY
B.A., La Salle College	
REVEREND JOSEPH T. MURPHY	RELIGION
B.A., St. Charles Seminary	
M.A., Villanova University	
GEORGE T. MYERS	CHEMISTRY
B.S. in Ch.E., Drexel Institute of Technology	
FRANCIS J. NATHANS	ECONOMICS
B.A., La Salle College	
M.A., University of Pennsylvania	
JAMES F. NATHANS	ENGLISH
B.A., M.A., University of Pennsylvania	
E. RUSSELL NAUGHTON	PHILOSOPHY
B.A., Providence College	
M.A., Ph.D., Catholic University of America	
JOHN D. NEEL	INSURANCE
B.A., Princeton University	
EDWARD J. NOLAN	MATHEMATICS
B.Ch.E., Villanova University	
M.Ch.E., University of Delaware	
BENJAMIN J. PENSIERO	INDUSTRY
B.S., Franklin and Marshall College	
M.B.A., Temple University	
CHARLES P. PERKINS	ENGLISH
B.A., La Salle College	
M.A., University of Pennsylvania	
ROBERT K. PRESTON	CHEMISTRY
B.S., Catholic University	
Ph.D., University of Maryland	

BERNARD F. REILLY	HISTORY
B.A., Villanova University	
M.A., University of Pennsylvania	
JOSEPH A. RIDER	ACCOUNTING
B.S., La Salle College	
M.A., Niagara University	
AUGUSTINE J. RIEFFEL	BUSINESS LAW
B.S., La Salle College	
LL.B., Temple University	
LAWRENCE J. ROSANIA, C.P.A.	ACCOUNTING
B.S., La Salle College	
ROBERT J. ROWLAND	ENGLISH
B.S., State Teachers College, Bloomsburg	
M.A., Bucknell University	
JOHN P. RYAN	ACCOUNTING
B.S., La Salle College	
THOMAS J. RYAN, JR.	INDUSTRY
B.S., La Salle College	
M.B.A., University of Pennsylvania	
JOHN J. SCHAUB	MATHEMATICS
B.A., La Salle College	
H. RICHARD SELTZER	INDUSTRY
B.S. in E.E., M.A., Pennsylvania State University	
RABAH A. SHAHBENDER	PHYSICS
B.E.E., Cairo University	
M.S. in E.E., Washington University	
Ph.D. in E.E., University of Illinois	
JOHN C. SINGER	INSURANCE
B.A., St. Joseph's College	
HARVEY A. SMITH	PHYSICS
B.S., Lehigh University	
M.A., University of Pennsylvania	
RICHARD F. STROSSER	PHILOSOPHY
B.A., La Salle College	
M.A., Catholic University	
CORNELIUS F. SULLIVAN	ECONOMICS
B.A., La Salle College	
M.A., University of Pennsylvania	
GEORGE R. SWOYER	MARKETING
B.S., La Salle College	
M.B.A., University of Pennsylvania	
PAUL K. TAYLOR	MATHEMATICS
B.S., University of Rochester	
M.S., Ph.D., Northwestern University	

JOHN O. VAN HOOK	CHEMISTRY
B.S., Villanova University	
Ph.D., University of Maryland	
WALTER VAN STAN	INDUSTRY
B.A., Harvard University	
ANTHONY M. WALTRICH	ENGLISH
B.A., La Salle College	
REVEREND THADDEUS A. WASAS	RELIGION
B.A., M.A., St. Charles Seminary	
FRANK M. WETZLER	GERMAN
B.A., Villanova University	
M.A., Middlebury College	
EDWIN L. WIRTZ	PHYSICS
B.S. in E.E., Iowa State College	
MELVIN F. WOODS	FINANCE
B.A., St. Vincent's College	
REVEREND JOHN E. WRIGLEY	RELIGION
B.A., St. Charles Seminary	
M.A., University of Pennsylvania	
WALTER F. ZENNER	SOCIOLOGY
B.A., M.A., University of Notre Dame	

GENERAL INFORMATION

HISTORY OF THE COLLEGE

In 1862, seventeen years after the first Christian Brothers came to the United States, an academy for boys was organized by them in Saint Michael's parish. This foundation was not the first school of the Brothers in Philadelphia, but it became the most important. During the following year, 1863, a group of prominent men, under the leadership of the Most Reverend James Frederick Wood, later Archbishop of Philadelphia, secured from the Legislature of the Commonwealth of Pennsylvania a charter of incorporation by which the Christian Brothers Academy of Saint Michael's parish became La Salle College in the City of Philadelphia.

The growth of the College from this modest origin was slow but progressive. During the latter years of the past century and the first quarter of the present, the gradual increase in enrollment obliged the College to move to larger quarters on three occasions.

A second spring began for the College in 1926, when a decision was made to purchase a ten acre site for the present campus at Olney Avenue and Twentieth Street. The original buildings on the new campus were occupied in 1929-30. Since then, the physical plant of the College has expanded to 30 acres and 14 buildings. Seven of these buildings were constructed after 1946 to meet the post-war emphasis on higher education. Among these recent additions are the spacious new College Library, four modern residence halls, and the Student Union Building.

The physical growth of the College is but one of the indications of its academic progress. From its beginning, La Salle College has kept pace with the demands for modern Christian education.

A significant contribution to the expansion program of the College was made in 1946 with the establishment of the Evening Division. In meeting a special need of the times, this progressive move has extended to men who are unable to attend the day session the opportunity to fulfill the requirements for the degree of Bachelor of Science in Business Administration. Five years later, in 1951, the program of the Evening Division was enlarged to include curricula in Chemistry and Electronics.

La Salle College in its origin and development is a worthy example of the educational system which the Christian Brothers have made famous for almost three centuries.

GENERAL PURPOSE OF THE COLLEGE

La Salle College is a Catholic college for men conducted by the Brothers of the Christian Schools, a religious institute of the Catholic Church devoted exclusively to the profession of education. In conformity with the direction of their sainted founder, John Baptist de La Salle, who has been proclaimed the Universal Patron of Teachers, the Brothers of the Christian Schools endeavor in all their professional activities to provide a sound basis of education in the principles of Christian living and a complementary foundation of instruction in the cultural, social and specialized fields of knowledge.

THE SPECIAL PURPOSE OF THE EVENING DIVISION

The particular purpose of the Evening Division of La Salle College is to afford the opportunity for an education to men who are unable to attend college during the day, but who recognize the value of an organized program of studies as a means of increasing their knowledge, broadening their perspective, and developing their abilities for more successful living.

The program of the Evening Division has been planned to meet the needs of a student body which, for the greater part, is mature in experience and motivation. Although the objectives of this Division are not distinctively different from those of the Day College, they have been adapted to assist a group of men who have had their desire for a college education strengthened or awakened by the experience of living in our modern society.

In accordance with the general purpose of the College, the Evening Division has established the following objectives:

1. To inculcate those principles of living which are in agreement with Catholic standards.
2. To provide a broader basis for human understanding through an appreciation of subjects of a cultural nature.
3. To foster independent thinking which will result in individual growth for better comprehension of personal and social problems, for improved adjustment to the stresses of competi-

tive living, and for more effective contributions to a community in which there is extensive industrial and commercial activity.

4. To prepare men for positions of greater responsibility and to help them meet the needs of employers for personnel with a college background.

EVENING PROGRAM OF THE COLLEGE

ADMISSION TO THE EVENING DIVISION

La Salle College admits applicants to the Evening Division who, in the opinion of the Committee on Admissions, are qualified to profit by the educational program of the College. In determining the admission of an applicant, consideration shall be given to his past scholastic record, his present scholastic aptitude, his experience and his character recommendations.

Because most applicants are men who have not attended school for several years, some assurance of success in college studies should be given to them before admission. All applicants, therefore, who have not completed 32 semester credit hours of college studies will be required to take entrance examinations. These examinations are designed to measure mental ability and fundamental knowledge of mechanics of English and of Mathematics. No special preparation is necessary for these examinations. The dates of the entrance examinations will be announced after the receipt of the application.

Attendance at La Salle College is a privilege and not a right. The College, therefore, reserves the right to refuse admission to any applicant or to require the withdrawal of any student when it deems his presence among the student body inimical to the ideals of the College or to the observance of its regulations.

PERIOD OF ADMISSION

Applicants will be accepted each year for the Fall and the Spring terms beginning in September and in February. A prospective student should file an application form and a transcript of his high school record or previous college record in the Office of Admissions not later than ten days before the first day of registration of the term for which he wishes to enroll. The forms for application and high school transcript may be obtained from the Office of Admissions, La Salle College, Philadelphia 41, Pennsylvania.

CLASSIFICATION OF APPLICANTS

Male students only are admitted to the Evening Division, according to their qualifications, under the following classifications:

1. Candidates for the degree of Bachelor of Science in the fields of Business Administration, Chemistry, or Physics.

2. Candidates for the Certificate of Proficiency in certain specialized fields as noted on page 30 of this Bulletin.
3. Special, unclassified students, not candidates for a degree or certificate, who seek instruction in a specific subject.

ADMISSION REQUIREMENTS

Bachelor of Science Degree

To qualify for admission as a candidate for the degree of Bachelor of Science, the applicant must satisfy the general requirements for admission, and his scholastic record must show the completion of sixteen units of study in an accredited senior high school. Of these sixteen units, at least ten should be distributed as follows:

English	4 units
History	1 unit
Mathematics	2 units
Modern Language (see below)	2 units
Natural Science	1 unit

The remaining six units may be distributed as follows:

- (1) Applicants for curricula in Business Administration may present six additional units in academic or commercial subjects. Typing is not acceptable.
- (2) Applicants for curricula in Science may present six additional units in academic subjects. The units in Mathematics must include two in Algebra and one-half in Trigonometry.

Modern Language Requirement: Applicants may be accepted without the modern language requirement, but they will be required to take eight semester credit hours of a foreign language as part of their college curriculum.

Certificate of Proficiency

Applicants who have reached their twenty-first year and who do not wish to enroll in a degree program may be admitted to the Evening Division for a certificate program provided that they have sufficient business or industrial experience and give evidence of adequate scholastic aptitude. Applicants for the certificate program who are

not twenty-one years of age should be graduates of approved senior high schools.

The Certificate of Proficiency will be granted only in the curricula of Business Administration.

Special Students

Adults may be permitted to take any course offered by the College without reference to a degree or a certificate, provided that they can satisfy the Committee on Admissions of their qualification by experience and aptitude to follow such courses successfully. An adult student who is not interested in working toward a degree or a certificate is an unclassified or special student. Special students are not subject to course prerequisite requirements.

TRANSFER OF CLASSIFICATION

Certificate or special students may transfer to the status of degree candidacy without loss of previously earned credit if they meet all requirements for degree candidacy at the time of admission. However, the College reserves the right to accept or reject for degree credit any course taken before the entrance requirements for the degree have been satisfied.

If an applicant is considering even remotely the possibility of working for a degree, he should satisfy all the requirements for admission as a degree candidate.

ADMISSION WITH ADVANCED STANDING

An applicant who has attended another college or university may be admitted with advanced standing credit according to the following conditions:

1. The college or university attended must be an accredited degree granting institution.
2. The previous college record of the applicant must indicate good academic standing. No applicant will be accepted whose transcript reads "Academic Probation" or "Academic" or "Disciplinary Dismissal."
3. Advanced standing credit will be granted only for courses which are applicable to the curriculum which the applicant plans to follow.

4. Advanced standing credit will be allowed only for courses in which certifying grades have been received. No credit will be granted for incomplete courses, or for one term of a two-term course.
5. Advanced standing will be given only for courses completed within the past ten years.
6. Advanced standing credit may be granted to veterans for courses pursued during military service provided that these courses are applicable to the student's curriculum and that they are not of a technical or vocational nature. Records of acceptable courses will be evaluated in accordance with the procedures recommended by the American Council on Education.
7. The Evening Division of La Salle College reserves the right to refuse admission with advanced standing for whatever reason it may deem proper.

ADMISSION OF VETERANS

The Veterans Administration has certified the educational program of the Evening Division of La Salle College for veteran benefits under Public Law 550, generally known as the Korean G.I. Bill.

Veterans are admitted to the Evening Division of La Salle College under the same general conditions as non-veterans. However, any deficiencies in the credentials of a veteran applying for admission may be remedied by special procedures. Veterans should consult with the Director of Admissions concerning such procedures.

Veterans who were in active service in the Armed Forces during the period beginning June 27, 1950, and ending January 31, 1955, (including those veterans who continued in active duty beyond January 31, 1955, until the date of their first discharge or release thereafter) are eligible for benefits under Public Law 550.

A veteran eligible under Public Law 550 must initiate his program of education thereunder not later than 3 years after his discharge or separation from active service.

The maximum time permitted under Public Law 550 is 36 calendar months of full-time eligibility or an equivalent number of months of part-time eligibility. A three course program in the Evening Division constitutes three-quarter time eligibility.

It is the responsibility of the veteran to initiate his educational benefits by securing from and filing with the Veterans Administration Form 7-1190, "Application for Program of Education and Training." The Philadelphia Office of the Veterans Administration is located at 128 North Broad Street. Students beyond the Philadelphia area should apply to their local Veterans Administration Office. It is recommended that the application be filed with the Veterans Administration prior to the opening of the school term, but not before a notice of acceptance has been issued by the College. The College will assist the veteran in completing items numbered 15, 16, and 17 of the application form.

In due time after the filing of the above application, the Veterans Administration will send a certificate of eligibility to the veteran and a duplicate copy to the College, thereby authorizing his entrance into training.

ADMISSION PROCEDURE

To be admitted to the Evening Division of La Salle College, the applicant who is entering college for the first time must comply with the following procedure before he will be permitted to register.

1. Secure an Application for Admission form, complete it and return it together with the application fee of \$5.00 to the Office of Admissions, La Salle College, Philadelphia 41, Pennsylvania. See page 37 for an explanation of the application fee.
2. Obtain a High School Transcript form and send it to the high school from which he has graduated with a request that it be completed and returned to the Office of Admissions, as directed on the form.
3. Upon the receipt of the application form, the applicant will be notified of the dates and the nature of the entrance testing program, and of any further conditions which he must satisfy before he will be granted admission to the College.
4. The applicant will be notified finally of the decision on his admission.
5. Successful applicants will be notified of the dates of registration.

Procedure for Admission with Advanced Standing

Applicants who have attended another college or university must comply with the following admission procedure:

1. Secure an Application for Admission form, complete it and return it together with the application fee of \$5.00 to the Office of Admissions, La Salle College, Philadelphia 41, Pennsylvania. See page 37 for an explanation of the application fee.
2. Request the high school and the college or university which the applicant has attended to send transcripts of his records to the Office of Admissions.
3. After the application form and the transcripts have been received, the applicant will be notified of the action of the Committee on Admissions. He will also be advised of the extent of advanced standing credit which he will be granted.
4. The applicant will be notified of the dates of registration.

REGISTRATION

Students shall register for each term in accordance with the registration schedule as set forth in the official calendar shown on page 5 of this Bulletin. Detailed instructions for registration and for the rostering of courses are supplied at the time of registration.

The rostering of courses shall be done under the direction of the Dean of the Evening Division and his assistants.

Registration after the scheduled time must be approved by the Office of the Dean and shall, if approved, be considered as a late registration subject to a fee. The period for late registration shall close at the end of the first week of class.

A student is officially enrolled in any course when he presents the instructor with a course card stamped with the names of the Dean and the Bursar. The Office of the Dean will be open Monday through Friday evenings from 7:00 to 9:30 o'clock during the regular registration period for the processing of registration cards. It is the responsibility of the student to follow correctly the registration procedure.

ROSTER REQUIREMENTS

Students in the Evening Division are permitted to roster from one to three courses, with a maximum total of 11 credit hours, in any term. The number of courses which a student will be permitted to

take will depend upon his ability, the time at his disposal for study and his program of studies.

GENERAL ROSTER PLAN¹

All course sections in the Evening Division program require attendance on two evenings each week. Courses listed for the first year in all curricula will be offered on Monday, Wednesday, and Friday evenings. All other courses, with few exceptions, will be offered on Monday, Tuesday, and Thursday evenings.

There are two class periods each evening. The first period begins at 7:00 o'clock for a four credit hour course, or at 7:15 o'clock for a three credit hour course. The second period begins at 8:35 o'clock for all courses.

Each course section meets during the first class period on one evening and during the second class period on the other evening. A course given on Monday and Wednesday evenings which meets during the first period on Monday will meet during the second period on Wednesday.

The length of each class period is 70 or 90 minutes, depending upon whether the course is given for three or four credit hours.

According to the above plan, students who are rostered for three courses will attend class on three evenings for a total of six class periods. Those who are rostered for two courses will attend class on either two or three evenings, according to the days on which their courses are offered, for a total of four class periods.

The College year is divided into two terms of 19 weeks each, exclusive of holidays and vacation periods. The dates of the Fall and Spring Terms for 1959-1960 are given in the calendar on page 5 of this Bulletin.

CHANGE IN COURSE

The student is responsible for following the sequence of courses for the curriculum of his major field of study. If changes are desired, approval must be obtained from the Office of the Dean.

A change in course may not be made after the completion of the first week of class.

Any student who withdraws from a course without the permission of the Dean will receive a failure in the course.

¹ The evenings on which classes are conducted may be changed whenever roster conditions require it.

CREDIT FOR OFF-CAMPUS COURSES

Course work taken at other institutions by regularly enrolled students of the Evening Division may not be offered for credit unless the student has had written permission in advance from the Dean to take such courses. Credit for work done at other institutions will not be granted unless the grade received for such work is equivalent to or higher than the grade "C" as given at La Salle College.

ATTENDANCE POLICY

Students are expected to attend classes regularly. An allowable number of absences is permitted to provide for conditions beyond the control of the student. Cumulative or consecutive absences of more than two weeks in any course may be regarded as excessive. Attendance is counted from the first regular class meeting regardless of the time of registration.

The student is responsible for reporting to his Instructor the reason for each absence. If an absence can be foreseen, the report should be made before the absence; otherwise, it should be made immediately thereafter. Students who fail to report reasons for absence cannot expect consideration if the number of absences becomes excessive.

When a student has reached the limit of allowable absences, the Instructor of the course will notify the Office of the Dean. A written notice will be sent to the student and a reply will be required from him within one week. Failure to reply may be regarded as a withdrawal without notice.

A student who, in the judgment of his Instructor, has been absent excessively must withdraw from the course.

WITHDRAWAL

A student who wishes to withdraw from one or more courses must submit a statement of withdrawal to the Office of the Dean. Ceasing to attend class or notifying the course Instructor does not constitute an official withdrawal. The date of filing the notice of withdrawal shall be considered, in all cases, the date of actual withdrawal. A student who withdraws from a course without notice shall be given a grade of "WF," and he shall not be permitted to re-enter the College.

The financial obligations of a student who withdraws are stated on page 39 under the section "Financial Obligations."

EXAMINATIONS

Examinations are given at any time during the course at the discretion of the Instructor, at the mid-term and at the conclusion of the term.

The last seven days of each term are set apart for final examinations. La Salle College reserves the right to extend the examination time beyond this period. Where an extension is necessary, the student body shall be notified well in advance of the examination period.

Final examinations are conducted only at the times published in the examination schedule which is issued each term.

No credit will be given for any subject until the final examination has been completed successfully.

Any student who, because of unavoidable absence, is unable to take the final examination as scheduled must report the cause of his absence to the Office of the Dean and to his Instructor. No delayed final examination will be administered without the approval of both the Instructor and the Dean. Delayed final examinations are subject to a fee.

Since final examinations are administered on Monday through Friday evenings during the examination period, students should make no other engagements during the entire examination period.

GRADES

A permanent record of grade for each course is made only at the end of each term. The final course grade is determined from a consideration of attendance, recitations, examinations during the course and the final examination.

Grades are recorded in alphabetical symbols as follows: A (100-93) indicates excellent work; B (92-84) indicates good work; C (83-77) indicates certifying work; D (76-70) indicates a minimum passing grade; F (below 70) indicates a failure; I indicates an incomplete grade and that certain course assignments, tests, final examination, etc., have not been performed or taken; W indicates that the student withdrew from the course before the end of the term and that he has notified the College of the reasons for his withdrawal.

SCHOLASTIC DEFICIENCIES

Condition or re-examinations are not given. To remove an incomplete grade, the student must complete the required work under the supervision of his Instructor. Incomplete grades must be removed not later than six weeks after the date of the final examinations; otherwise, they become failures. It is the responsibility of the student to arrange for the removal of such grades.

A student whose final grade in a required course is a failure must repeat the course.

ACADEMIC STANDING

The academic standing of a student is determined by computing a cumulative scholastic index or average of grades by assigning a grade point value to each letter grade according to the following system: A = 4, B = 3, C = 2, D = 1, F = 0, grade points per semester credit hour. An "A" grade for a four credit hour course equals 16 grade points; a "B" grade for a three credit hour course equals 9 grade points; and a "D" grade for a four credit hour course equals 4 grade points. No grade points are given for "F" grades. The cumulative scholastic index or average of grades is equal to the sum of all grade points divided by the total number of credit hours attempted, including hours for which an "F" grade was earned.

Good academic standing is based upon the following minimum cumulative scholastic index or average of grades at the completion of each of four levels of progress:

Three Terms or 33 credit hours	1.50
Six Terms or 66 credit hours	1.75
Nine Terms or 99 credit hours	1.90
Twelve Terms or 132 credit hours	2.00

In addition, a student must have completed successfully those courses which are prescribed by the requirements of his major.

DEAN'S HONOR LIST

The Dean's Honor List is published at the beginning of the Fall Term each year.

Those students who have earned a cumulative average of 3.40 are eligible for the Dean's List. In addition, they must have complied with all the regulations of the College and have earned at least 33 credit hours.

ACADEMIC CENSURE

A student whose cumulative average of grades is less than 2.00, or who has received "F" grades in one-third of the semester credit hours for two terms or 22 credit hours of course work, is subject to academic censure in one of three forms depending upon the gravity of his scholastic deficiency. Student records are evaluated for academic standing after the Spring Term of each year.

(a) *Academic Warning.* An official warning in writing is given to a student whose cumulative average is less than 2.00 but more than the average required for good standing according to his level of progress. A warning is also given to a student who has received "F" grades in one-third of the semester credit hours during the year last completed, but who has maintained not less than a 2.00 average.

(b) *Academic Probation.* A student is placed on probation and given a written notice thereof when: (1) he has attained a cumulative average less than that required for good academic standing according to his level of progress; or (2) he has received "F" grades in more than one-third of the semester credit hours during the year last completed, but who otherwise is in good academic standing.

(c) *Academic Dismissal.* Academic dismissal is a compulsory withdrawal from the College without the privilege of re-entering.

A student is liable to academic dismissal: (1) when his cumulative average is less than (a) 1.00 at the completion of 33 credit hours, (b) 1.50 at the completion of 66 credit hours, (c) 1.75 at the completion of 99 credit hours, or (d) 1.90 at the completion of 116 credit hours; (2) if he has been placed on probation and does not attain good academic standing upon the completion of the credit hours which advance him to the next higher level of progress; (3) whenever, in the opinion of the Committee on Academic Standing, a student shows by poor scholarship that he is no longer profiting by the educational program of the College.

Decisions on academic dismissal are made by the Committee on Academic Standing. A student who receives a notice of academic dismissal may request an opportunity to appear in person before the Committee.

REQUIREMENTS FOR THE MAJOR PROGRAM¹

Students must maintain a C average or cumulative index of 2.00 in those courses which are specifically designated as requirements for the major sequence of study. A student whose average grades in the courses of the first year of his major sequence are below a C must repeat the courses or change his major. Only one repetition of these courses will be permitted.

REQUIREMENTS FOR A DEGREE

The candidate for a degree must have completed course work equivalent to a minimum of 132 semester hours.²

He must have obtained a "C" average or cumulative index of 2.00 in all courses which are required for the degree.

He must have fulfilled all course requirements prescribed for him by the Dean of the Evening Division in his major curriculum.

He must have fulfilled the requirements in Philosophy and Religion.³

A minimum of twelve terms of collegiate study or its equivalent are required for a degree. The final three terms or 33 semester credit hours must be completed in the Evening Division of La Salle College with the further provision that at least 16 of these credits be in the candidate's major field.

REQUIREMENTS FOR A CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency is granted in the following curricula only: Accounting, General Business, Industrial Management, Industrial Relations, Marketing, and Chemistry.

The candidate for a Certificate of Proficiency must have completed course work equivalent to a minimum of 60 semester credit hours.

He must have obtained a "C" average or cumulative index of 2.00 in all courses which are required for the certificate.

He must have fulfilled all course requirements prescribed for him by the Dean of the Evening Division in his major curriculum.

¹ This requirement becomes effective at the end of the Spring Term of 1958, and is retroactive.

² This requirement became effective on September 10, 1956, and is not retroactive.

³ Non-Catholic students may substitute special courses in Philosophy for the requirements in Religion.

HONORS

The bachelor's degree with honors is conferred on a student who has completed his course requirements at the College with an average of all grades not lower than 3.4 and who has not incurred any academic censure.

The candidate for the bachelor's degree who has earned an average of 3.8 in all courses is graduated with the designation *Maxima Cum Laude*.

The candidate who has earned an average of 3.6 is graduated with the distinction *Magna Cum Laude*.

The candidate who has earned an average of 3.4 is graduated with the distinction *Cum Laude*.

Honors are computed on the basis of the grades earned in all courses which are accepted in fulfillment of the requirement for the degree.

STUDENT PERSONNEL SERVICE

OBJECTIVES OF THE STUDENT PERSONNEL PROGRAM

La Salle College, in keeping with the aims and objectives of Christian Education, recognizes that the completeness of higher education demands that the student be provided with the opportunities to develop himself spiritually, morally, intellectually, emotionally, and socially. Therefore, the Student Personnel Program in the Evening Division of La Salle College offers the following:

1. A Counseling Service to assist him in solving the various problems which beset a college student.
2. A program of spiritual activities and spiritual counseling.
3. A student activities program which includes student government, student publications, and extracurricular organizations.
4. A service to help the student find suitable employment according to his needs and the opportunities which are available.
5. A limited program of athletic activities.
6. A Food Service which provides for students who find it more convenient to dine at the campus on class evenings.
7. An Alumni Program to continue the mutual interest which the graduates and the College should have in common.

THE COUNSELING CENTER

The College maintains a Counseling Center staffed by professionally trained counselors who are available to assist the student in matters pertaining to vocational decisions, personal adjustment and educational planning. The Center renders services in the following areas: aptitude testing and interest inventory; individual counseling and occupational information.

The Counseling Center, located in Room 100 of College Hall, is open on Monday and Wednesday evenings for the convenience of students of the Evening Division.

RELIGIOUS ACTIVITIES

The Chapel of La Salle College provides a convenient center both for personal meditation and for group worship. Its facilities and the services of the College Chaplain are available to the student body at all times.

Devotions in honor of Our Lady of the Miraculous Medal are conducted weekly on Thursday evenings, at 6:35 o'clock.

During the months of October and May, evening services are held in honor of the Most Blessed Virgin at 6:35 o'clock.

An Evening Mass of the Holy Ghost is celebrated at the beginning of the Fall Term each year.

A Communion Breakfast for the Evening Division student body is held during the Spring Term.

A solemn Mass in honor of Saint John Baptist de la Salle, the patron saint of the College and of Christian Teachers, is sung each year as part of Founder's Day exercises.

STUDENT ORGANIZATIONS AND ACTIVITIES

Although evening students must devote the major portion of their time to studies, it is hoped that they will participate, to some extent, in student government and in the co-curricular and extracurricular activities which are open to them.

THE STUDENT CONGRESS

The Student Congress of the La Salle College Evening Division acts as the official representative of the student body in its relations with the administration and faculty of the College in matters related to extra-curricular activities and student welfare.

The Student Congress consists of the elected representatives of the various course sections, who vote on all matters brought before the Congress.

In general, its purpose is to cultivate, promote and manage all social and other affairs conducted for the benefit of the entire student body; to promote the general welfare of the students and of La Salle College; and to act as an advisory body between the students and the administration.

ACCOUNTING ASSOCIATION

This is an organization of students who are majoring in Accounting and who are interested in broadening their knowledge of Accounting practices and their relation with business practices in general. The Association brings the members into frequent contact with outstanding men in the field.

CHYMIAN SOCIETY

The Chymian Society is organized for the purpose of fostering interest in Chemistry. Under its auspices, outside speakers are brought in as part of a program of co-curricular activities. Evening Division Chemistry majors who become student affiliate members of the American Chemical Society are eligible for membership in the Chymian Society.

THE INDUSTRIAL RELATIONS SOCIETY

The purpose of the Industrial Relations Society is to foster among its members a better understanding of industrial personnel problems and to sponsor group meetings with leaders of labor and management.

MARKETING ASSOCIATION

The two-fold purpose of the club is to foster an interest in the field of Marketing and to promote through discussion the application of ethical principles in the field of Marketing.

STUDENT BRANCH OF THE INSTITUTE OF RADIO ENGINEERS

The Institute of Radio Engineers is a national professional organization. Its aims include the advancement of the theory and practice of radio, and allied engineering and of the related arts and sciences. Students registered in the Electronic Physics curriculum as degree candidates are eligible for membership in the Student Branch of IRE.

SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT

This is a student chapter of a national society of professional men interested in management principles. It aims to enhance the application of scientific management principles in industry and to foster the development of future managerial talent.

STUDENT PUBLICATIONS

LA SALLE COLLEGIAN

The *Collegian* is the weekly student newspaper. It serves as a vehicle for disseminating views and news of interest to the entire student body. One page of each issue is devoted to the activities of the Evening Division students.

THE EXPLORER

The *Explorer* is the yearbook published by the members of each graduating class. Its production is a voluntary activity initiated by the students and supported by individual subscriptions. The book serves as a record of college life and activities.

FOUR QUARTERS

While this publication is not entirely a student activity, it does serve as an outlet for the literary expression of students. It is published quarterly with the objective of promoting the literary endeavors of students, faculty, alumni and selected outside contributors.

THE PLACEMENT BUREAU

The Placement Bureau provides an information service for students seeking placement with industrial and business concerns. The office, located in Benilde Hall, Room 109, is open from 9 A.M. to 5 P.M., Monday through Friday, and from 5 until 7:30 P.M. on Tuesday and Thursday evenings. In cooperation with the Counseling Center, the Bureau's staff advises students on employment opportunities.

INTERCOLLEGIATE AND INTRAMURAL ATHLETICS

Although students of the Evening Division are not permitted to compete in the various intercollegiate sports, they are encouraged to support these activities by attendance at contests. They are accorded all the privileges of admission granted the students of the Day Session.

Within the limitations of available time, the students of the Evening Division may compete in intramural athletics.

THE COLLEGE CAFETERIA

A student cafeteria is operated in Leonard Hall for the convenience of the students of the Evening Division. Students will be served from 5 to 7 o'clock on Monday, Tuesday, and Thursday evenings, and from 5 to 6 o'clock on Wednesday and Friday evenings.

THE CAMPUS STORE

The College maintains a Campus Store where the students may purchase books, supplies and other items of interest to college men. The store, located at the north end of Leonard Hall, is open from 6:30 to 9 o'clock on Monday, Tuesday, and Thursday evenings, and from 6 to 7:30 o'clock on Wednesday evening.

THE ALUMNI ASSOCIATION

The Alumni Association seeks to promote the welfare of La Salle College and to encourage good fellowship among alumni. To achieve these ends, the Association works principally through the College Alumni Office and class organizations.

The Alumni Association is controlled and directed by the alumni in cooperation with the College administration. The governing board is called the Alumni Board of Directors. It consists of representatives from each graduating class, and a Director of the Association appointed by the College.

Alumni are encouraged to take an active part in promoting the attendance of worthy and talented students; to take an intelligent interest in the academic affairs of the College; to support the College financially to the best of their ability; and to foster the growth of the College. Alumni are also encouraged to assist the Placement Bureau by calling to its attention job opportunities for La Salle men.

THE LIBRARY

The new library building, located on Olney Avenue at 19th Street, houses a collection of approximately 50,000 books and has files of about 300 periodicals. About 7,000 new volumes are added each year to keep the collection up-to-date and adapted to the needs of the student.

An open stack system encourages browsing, and a liberal renewal policy applies to the usual two week loan to encourage maximum use of the books. The library is open more than 60 hours a week, and competent readers' advisers enable students through personal guidance to become proficient in gathering information from indexes, bibliographies, loose leaf service and other bibliographical tools.

The library is open Monday through Thursday, 8 A.M. to 9 P.M.; Friday, 8 A.M. to 5 P.M.; Saturday, 9 A.M. to 3 P.M.

TUITION, FEES, AND OTHER CHARGES

La Salle College reserves the right to amend or add to the charges listed below at any time and to make such changes applicable to students presently enrolled as well as to new students.

APPLICATION FEE

An application fee of \$5.00 is charged and due at the time of filing the application for admission. This fee covers the cost of administering the entrance examinations or the evaluation of advanced standing credit. No refund will be made on this fee regardless of the decision on admission.

TUITION

The tuition charge is based upon the number of semester credit hours taken in any term. The charge is \$17.00 per semester credit hour.

The total tuition per term is due and payable at the beginning of each term.

INCIDENTAL FEES

SCIENCE LABORATORY FEE

A science laboratory fee of \$5.00 is charged for each course in chemistry and physics involving laboratory instruction. This fee is used to defray the cost of laboratory supplies such as chemicals, glassware, and other laboratory equipment.

GRADUATION FEE

A graduation fee of \$25.00 is payable before graduation by each candidate for a degree. This fee is to cover the cost of the diploma the use of cap and gown, and all other expenses incidental to commencement exercises.

A graduation fee of \$10.00 is payable by each candidate for a Certificate of Proficiency.

PENALTY FEES

LATE REGISTRATION FEE

Students are required to complete their course registration within the period set forth in the College Calendar. Late registration is permitted only with the permission of the Dean of the School and upon the payment of a fee of \$5.00.

DELAYED EXAMINATION FEE

Students are expected to take their final examinations during the regular examination period. If permission is granted for a delayed examination, the payment of a fee of \$2.00 for each examination is required.

ESTIMATED AVERAGE CHARGES

The charge for a three-course or 11-semester credit hour program of studies per term is \$187.00. This charge does not include the cost of books and supplies. These items average about \$20.00 per term.

For programs less than 11-semester credit hours, deduct a total of \$17.00 per credit hour for tuition from the above estimate.

FINANCIAL ARRANGEMENTS

REGULATIONS

The total term expense is due and payable on the first day of class, and it must be paid within 10 days thereafter; otherwise, at the time of registration, an arrangement must be made with the Business Office for the Bank Loan Plan. The Business Office issues and makes all adjustments on all student invoices. The student receives his invoice for the term expense at the time of registration. The student is responsible for this invoice, and the non-receipt or the loss of the invoice does not excuse him from the regulation regarding the time of payment. If the student loses his invoice, he should apply at the Business Office for a duplicate.

Veterans attending under Public Law 550 do not receive government benefits until the end of the second month of the school term. They are required to meet their financial obligations to the College by the same method as that prescribed for non-veteran students although these obligations fall due before they receive their government benefits.

LA SALLE COLLEGE BANK LOAN PLAN

A Bank Loan Plan is provided for students who may have difficulty in meeting the total expense in advance. These students are required to enter into a contract whereby they agree to pay the term expense on a selected schedule in fixed monthly installments.

Complete information regarding the Bank Loan Plan may be obtained at the Business Office of the College, Room 212 in College Hall. No other general plan for paying the tuition fee on a deferred basis will be available.

Students who have not paid their tuition fee on or before the first day of the term, or within ten (10) days thereafter, shall be required to subscribe to the College Bank Loan Plan. Otherwise, they shall be subject to the penalties prescribed under "Financial Delinquency."

FINANCIAL OBLIGATIONS

At the time of registration, each term, the student contracts for the full amount of his tuition regardless of the arrangement for payment. If a student who elects to pay his tuition through the College Bank Loan Plan withdraws from the College, or from one or more courses before the end of the term, he is liable for the full amount of the tuition, subject to the provisions of the "Refund or Remission of Tuition Policy."

REFUND OR REMISSION OF TUITION POLICY

For reasons which the College shall consider valid and within the time limits stated below, a student who withdraws before the end of the term may receive a refund or a remission of part of the unpaid balance of his tuition. Application and penalty fees are not refundable.

A REFUND OR REMISSION OF TUITION IS NOT AUTOMATIC. An application must be filed in person or by mail on the form provided for that purpose with the Bursar of the College. If the student is prevented by illness or any other reason from obtaining the prescribed form, he should address a letter of request to the Bursar. The letter must be accompanied by the evidence of involuntary withdrawal.

An application for refund or remission shall be considered if the following restrictions are satisfied.

1. The application for refund or remission must be filed within thirty (30) days of the official date of withdrawal.
2. The continued attendance by the student is made impossible by conditions clearly beyond the control of the student.
3. The date of withdrawal is within the refund or remission period as established by the College and as outlined below.

Valid Reasons for Refund or Remission.

- a. Serious personal illness. (Physician's certificate required)
- b. Call to Military Service. (Evidence of induction required)
- c. Change in working hours. (Certification by employer required)
- d. Other involuntary causes. (Written evidence of cause required)

Invalid Reasons for Refund or Remission.

- a. Scholastic difficulties or lack of interest in educational program.
- b. Required withdrawal because of disciplinary action by the College.
- c. Required withdrawal because of excessive absence.
- d. Insufficient time for study because of employment. (Except as indicated under "c" of "Valid Reasons.")
- e. All other reasons over which the student has a choice of decision.

Refund or Remission Period.

The refund or remission period is defined as the first eight (8) weeks of the term for which the tuition was paid. No application will be considered when the date of withdrawal is after the final date of the refund or remission schedule.

The date of withdrawal as shown on the official withdrawal notice, not the last date of attendance as claimed by the student, will serve as the basis for computing any refund or remission granted the student.

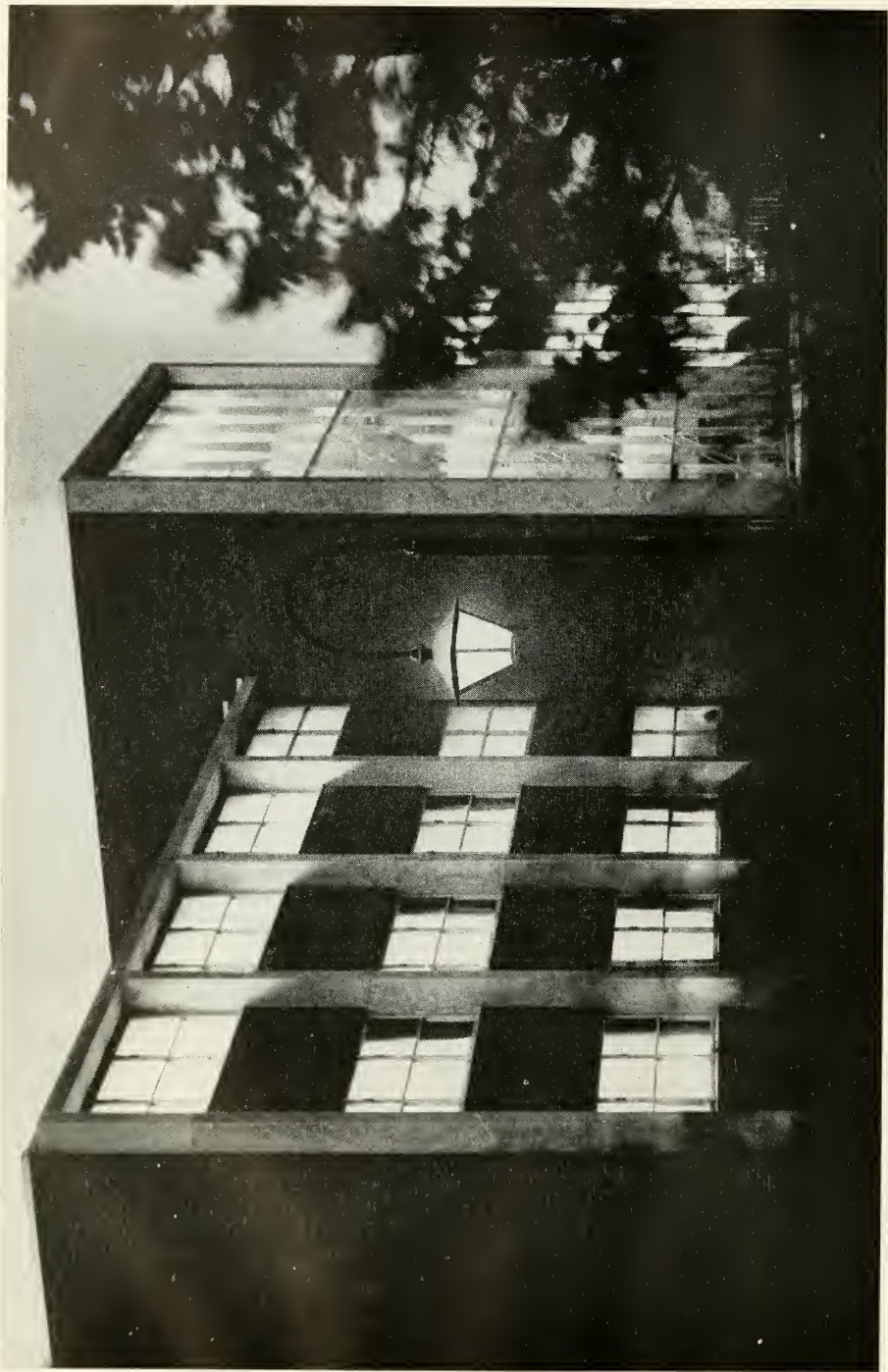
On an approved application, a proportionate refund or remission will be made according to the following schedule.

REFUND OR REMISSION SCHEDULE

<i>Time of Withdrawal</i>	<i>Refund or Remission</i>
Before the first week	100%
During the first week	90
During the second week	80
During the third week	70
During the fourth week	60
During the fifth week	50
During the sixth week	40
During the seventh week	30
During the eighth week	20
After the eighth week	None

FINANCIAL DELINQUENCY

A student who is financially delinquent or against whom the College holds record of indebtedness shall forfeit the privilege of attending class, and the College shall have the right to withhold report of grades, transcript of record, and diploma of graduation until such indebtedness is paid. A student who is financially delinquent at the close of a term will not be permitted to register for a succeeding term unless his account is settled.



The College Library

PROGRAMS OF STUDY

The Programs of Study in the Evening Division are outlined in the following section according to the general areas of Business Administration and Science and the major curricula under each of these areas. The required courses in each curriculum have been carefully selected and are considered basic for the purpose of the program.

Candidates for the Bachelor of Science degree or for the Certificate of Proficiency are required to take the courses in the sequence as outlined in the various curricula. Each student will be given a schedule of courses at the time of registration. Students are encouraged to consult with the Dean of the Evening Division or his assistants for aid in the choice of a major field, elective courses, or any academic problem which may arise.

DEGREE AND CERTIFICATE CURRICULA

BACHELOR OF SCIENCE CURRICULA

The Bachelor of Science curricula are intended for those students who are properly qualified for admission to a degree program and who desire a course of study fulfilling the requirements for a college degree. Programs of study are available in the following fields:

Business Administration

Accounting	Industrial Relations
Industrial Management	Marketing
General Business (Options)	
Distributed	Finance
Economics	Insurance

Science

Chemistry	Electronic Physics
-----------	--------------------

CERTIFICATE OF PROFICIENCY CURRICULA

The Certificate of Proficiency programs are intended for students who wish to spend not more than three or four years in the Evening Division and who desire a course of study that will assist them in their particular field of interest.

The course requirements for the certificate programs are marked with an asterisk in the curricular outlines which follow in the next section of this Bulletin.

Programs of study leading to the Certificate of Proficiency are available in the Business Administration curricula, and in Chemistry.

BUSINESS ADMINISTRATION

ACCOUNTING PROGRAM

FIRST YEAR

		Credits
*Eng. 1	Introductory Composition	3
*Acc. 1	Principles of Accounting—Part 1	4
*B.L. 1	Law of Contracts	4
*Eng. 2	Advanced Composition	3
*Acc. 2	Principles of Accounting—Part 2	4
*Ind. 1	Introduction to Modern Business	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
*Acc. 14	Intermediate Accounting—Part 1	4
Eco. 1	Principles of Economics—Part 1	3
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
*Acc. 24	Intermediate Accounting—Part 2	4
Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel.‡ 1	The Bible	3
*Acc. 3	Elementary Cost Accounting	4
Fin. 1	Money and Banking	4
*Eng. 3	Oral Composition	4
*Acc. 5	Auditing	4
*Phil. 1	Logic	3

FOURTH YEAR

Rel.‡ 2	Apologetics	3
*Acc. 8	Income Taxes	4
Eng. 5	Survey of English Literature	3
Phil. 2	Philosophy of Human Nature	3
	Related Elective	4
	Major Elective	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
Phil. 3	Principles of Moral Philosophy	3
	General Elective	4
	Major Electives	8

SIXTH YEAR

Soc. 4	Marriage and the Family	3
His. 1	United States in World Affairs—Part 1	4
Phil. 4	Problems of Moral Philosophy	3
His. 2	United States in World Affairs—Part 2	4
	General Elective	4
	Related Elective	4

* Courses required for the Certificate of Proficiency in Accounting.

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Major Electives: Public Accounting—Accounting 7, 9, and 10. Industrial Accounting—Accounting 6, 10 and 13, Industry 11.

Related Electives: Business Law, Finance, Industry, Insurance, Marketing, and Statistics. Business Law 2, 3 and 4 are recommended in preparation for the State Board Examinations in Accountancy.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

GENERAL BUSINESS PROGRAM

(Distributed Option)

FIRST YEAR

		Credits
*Eng. 1	Introductory Composition	3
*Acc. 1	Principles of Accounting—Part 1	4
*B.L. 1	Law of Contracts	4
*Eng. 2	Advanced Composition	3
*Acc. 2	Principles of Accounting—Part 2	4
*Ind. 1	Introduction to Modern Business	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
Ins. 1	Principles of Insurance	4
*Eco. 1	Principles of Economics—Part 1	3
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Mrk. 1	Principles of Marketing	4
*Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel.‡ 1	The Bible	3
*Fin. 1	Money and Banking	4
*Eng. 3	Oral Composition	4
His. 1	United States in World Affairs—Part 1	4
*Phil. 1	Logic	3
	Related Elective	4

FOURTH YEAR

Rel.‡ 2	Apologetics	3
His. 2	United States in World Affairs—Part 2	4
Phil. 2	Philosophy of Human Nature	3
	General Elective	4
	Related Electives	8

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
Phil. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4
	Related Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phil. 4	Problems of Moral Philosophy	3
	Related Electives	8

* Courses required for the Certificate of Proficiency in General Business.

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Related Electives: Accounting, Business Law, Finance, Industry, Insurance, Marketing, and Psychology.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

GENERAL BUSINESS PROGRAM (Economics Option)

FIRST YEAR

		<i>Credits</i>
*Eng. 1	Introductory Composition	3
*Acc. 1	Principles of Accounting—Part 1	4
*B.L. 1	Law of Contracts	4
*Eng. 2	Advanced Composition	3
*Acc. 2	Principles of Accounting—Part 2	4
*Ind. 1	Introduction to Modern Business	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
Ins. 1	Principles of Insurance	4
*Eco. 1	Principles of Economics—Part 1	3
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Mrk. 1	Principles of Marketing	4
*Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel.‡ 1	The Bible	3
*Eco. 7	Economic Problems	4
Fin. 1	Money and Banking	4
*Eng. 3	Oral Composition	4
His. 1	United States in World Affairs—Part 1	4
*Phl. 1	Logic	3

FOURTH YEAR

Rel.‡ 2	Apologetics	3
*Eco. 6	Labor Problems in America	4
His. 2	United States in World Affairs—Part 2	4
Phl. 2	Philosophy of Human Nature	3
*Eco. 3	American Economic History	4
	General Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
*Eco. 4	History of Economic Thought	4
Phl. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phl. 4	Problems of Moral Philosophy	3
*Eco. 5	Contemporary Economic Systems	4
	Related Elective	4

* Courses required for the Certificate of Proficiency in General Business—Economics Option

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Related Electives: Business Law, Finance, Insurance, Marketing, and Psychology.

‡ Non-Catholics may substitute Philosophy 3, 6 and 7 for courses in Religion.

GENERAL BUSINESS PROGRAM (Finance Option)

FIRST YEAR

		Credits
*Eng. 1	Introductory Composition	3
*Acc. 1	Principles of Accounting—Part 1	4
*B.L. 1	Law of Contracts	4
*Eng. 2	Advanced Composition	3
*Acc. 2	Principles of Accounting—Part 2	4
*Ind. 1	Introduction to Modern Business	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
Ins. 1	Principles of Insurance	4
Eco. 1	Principles of Economics—Part 1	3
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Mrk. 1	Principles of Marketing	4
Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel.‡ 1	The Bible	3
*Fin. 1	Money and Banking	4
*Eng. 3	Oral Composition	4
His. 1	United States in World Affairs—Part 1	4
*Phil. 1	Logic	3
	Related Elective	4

FOURTH YEAR

Rel.‡ 2	Apologetics	3
His. 2	United States in World Affairs—Part 2	4
*Fin. 2	Corporation Finance	4
Phil. 2	Philosophy of Human Nature	3
*Fin. 3	Investment Principles	4
	General Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
*Fin. 4	Stock Markets	4
Phil. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phil. 4	Problems of Moral Philosophy	3
*Fin. 7	Credit and Collections	4
	Related Elective	4

* Courses required for the Certificate of Proficiency in General Business—Finance Option.
† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.
Related Electives: Accounting, Business Law, Economics, Insurance, Marketing, and Psychology.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

GENERAL BUSINESS PROGRAM (Insurance Option)

FIRST YEAR

		<i>Credits</i>
*Eng. 1	Introductory Composition	3
*Acc. 1	Principles of Accounting—Part 1	4
*B.L. 1	Law of Contracts	4
*Eng. 2	Advanced Composition	3
*Acc. 2	Principles of Accounting—Part 2	4
*Ind. 1	Introduction to Modern Business	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
*Ins. 1	Principles of Insurance	4
Eco. 1	Principles of Economics—Part 1	3
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Mrk. 1	Principles of Marketing	4
Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel.‡ 1	The Bible	3
His. 1	United States in World Affairs—Part 1	4
*Ins. 2	Principles of Life Insurance	4
*Eng. 3	Oral Composition	4
*Ins. 3	Fire and Inland Marine Insurance	4
*Phil. 1	Logic	3

FOURTH YEAR

Rel.‡ 2	Apologetics	3
*Ins. 4	Casualty Insurance	4
His. 2	United States in World Affairs—Part 2	4
Phil. 2	Philosophy of Human Nature	3
Fin. 1	Money and Banking	4
	General Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
B.L. 3	Law of Personal Property	4
Phil. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phil. 4	Problems of Moral Philosophy	3
	Related Electives	8

* Courses required for the Certificate of Proficiency in General Business—Insurance Option.
† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Related Electives: Accounting, Business Law, Economics, Finance, Marketing, and Psychology.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

INDUSTRIAL MANAGEMENT PROGRAM

FIRST YEAR

		<i>Credits</i>
*Eng. 1	Introductory Composition	3
*B.L. 1	Law of Contracts	4
*Acc. 1	Principles of Accounting—Part 1	4
*Eng. 2	Advanced Composition	3
*Ind. 1	Introduction to Modern Business	4
*Acc. 2	Principles of Accounting—Part 2	4

SECOND YEAR

Lan.† 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
Eco. 1	Principles of Economics—Part 1	3
*Ind. 2	Industrial Management	4
Lan.† 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Eco. 2	Principles of Economics—Part 2	3
*Ind. 15	Business Mathematics, or Related Elective	4

THIRD YEAR

*Rel.‡ 1	The Bible	3
*Ind. 4	Methods Analysis and Time Study	4
His. 1	United States in World Affairs—Part 1	4
*Eng. 3	Oral Composition	4
*Phil. 1	Logic	3
*Ind. 5	Manufacturing Processing and Blueprint Reading	4

FOURTH YEAR

Rel.‡ 2	Apologetics	3
*Ind. 7	Production Control	4
His. 2	United States in World Affairs—Part 2	4
Phil. 2	Philosophy of Human Nature	3
Ind. 8	Plant Layout	4
	General Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
Phil. 3	Principles of Moral Philosophy	3
	General Elective	4
	Major Elective	4
	Related Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phil. 4	Problems of Moral Philosophy	3
Ind. 9	Industrial Administration	4
	Major Elective	4

* Courses required for the Certificate of Proficiency in Industrial Management.

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Major Electives: Industry 3, 10, 11, 12, 14 and 16, and Psychology 2.

Related Electives: Accounting, Business Law, Economics, Finance, Insurance, and Marketing.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

INDUSTRIAL RELATIONS PROGRAM

FIRST YEAR

		Credits
*Eng. 1	Introductory Composition	3
*B.L. 1	Law of Contracts	4
*Acc. 1	Principles of Accounting—Part 1	4
*Eng. 2	Advanced Composition	3
*Ind. 1	Introduction to Modern Business	4
*Acc. 2	Principles of Accounting—Part 2	4

SECOND YEAR

Lan. † 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
Eco. 1	Principles of Economics—Part 1	3
*Ind. 2	Industrial Management	4
Lan. † 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
Eco. 2	Principles of Economics—Part 2	3
*Ind. 3	Industrial Relations and Personnel Management	4

THIRD YEAR

*Rel. ‡ 1	The Bible	3
*Eco. 6	Labor Problems in America	4
His. 1	United States in World Affairs—Part 1	4
*Eng. 3	Oral Composition	4
His. 2	United States in World Affairs—Part 2	4
*Phil. 1	Logic	3

FOURTH YEAR

Rel. ‡ 2	Apologetics	3
*Ind. 6	Labor Legislation	4
Psy. 1	Psychology of Adjustment	4
Phil. 2	Philosophy of Human Nature	3
*Ind. 12	Compensation Methods and Job Evaluation	4
	General Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel. ‡ 3	The Mystical Body and the Sacraments	3
*Ind. 13	Collective Bargaining	4
Phil. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phil. 4	Problems of Moral Philosophy	3
Ind. 9	Industrial Administration	4
	Major Elective	4

* Courses required for the Certificate of Proficiency in Industrial Relations.

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Major Electives: Industry 4, 11 and 14.

Related Electives: Business Law, Insurance, Marketing, and Psychology 2.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

MARKETING PROGRAM

FIRST YEAR

		Credits
*Eng. 1	Introductory Composition	3
*B.L. 1	Law of Contracts	4
*Acc. 1	Principles of Accounting—Part 1	4
*Eng. 2	Advanced Composition	3
*Ind. 1	Introduction to Modern Business	4
*Acc. 2	Principles of Accounting—Part 2	4

SECOND YEAR

Lan. † 1	Elementary Foreign Language—French, German or Spanish, or General Elective	4
*Mrk. 1	Principles of Marketing	4
Eco. 1	Principles of Economics—Part 1	3
Lan. † 2	Intermediate Foreign Language—French, German or Spanish, or General Elective	4
*Mrk. 2	Retail Methods and Policies	4
Eco. 2	Principles of Economics—Part 2	3

THIRD YEAR

*Rel. ‡ 1	The Bible	3
*Mrk. 3	Personal Selling	4
Fin. 1	Money and Banking	4
*Eng. 3	Oral Composition	4
*Phl. 1	Logic	3
His. 1	United States in World Affairs—Part 1	4

FOURTH YEAR

Rel. ‡ 2	Apologetics	3
*Mrk. 4	Sales Administration	4
His. 2	United States in World Affairs—Part 2	4
Phl. 2	Philosophy of Human Nature	3
	General Elective	4
	Related Elective	4

FIFTH YEAR

Eng. 5	Survey of English Literature	4
Rel. ‡ 3	The Mystical Body and the Sacraments	3
*Mrk. 5	Advertising	4
Phl. 3	Principles of Moral Philosophy	3
Ind. 15	Business Mathematics, or Related Elective	4
	General Elective	4

SIXTH YEAR

Eng. 6	Survey of American Literature	4
Sta. 1	Business Statistics	4
Soc. 4	Marriage and the Family	3
Phl. 4	Problems of Moral Philosophy	3
*Mrk. 6	Market Research	4
	Related Elective	4

* Courses required for the Certificate of Proficiency in Marketing.

† Foreign Language must be taken if two units of the same language were not taken in high school.

General Electives: French, German, Spanish, Government, and Sociology.

Related Electives: Business Law, Economics, Finance, Industry, and Psychology 2.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

SCIENCE

CHEMISTRY PROGRAM

FIRST YEAR

		<i>Credits</i>
*Eng. 1	Introductory Composition	3
*Chm. 1	General Inorganic Chemistry—Part 1	5
*Mth. 1	Algebra and Trigonometry—Part 1	4
*Eng. 2	Advanced Composition	3
*Chm. 2	General Inorganic Chemistry—Part 2	5
*Mth. 2	Algebra and Trigonometry—Part 2	4

SECOND YEAR

*Rel. ‡ 1	The Bible	3
*Chm. 3	Organic Chemistry—Part 1	5
*Mth. 3	Analytic Geometry and Calculus—Part 1	4
*Eng. 3	Oral Composition	5
*Chm. 4	Organic Chemistry—Part 2	5
*Mth. 4	Analytic Geometry and Calculus—Part 2	4

THIRD YEAR

Rel. ‡ 2	Apologetics	3
*Chm. 5	Qualitative Chemical Analysis	4
*Mth. 5	Analytic Geometry and Calculus—Part 3	4
Eng. 5	Survey of English Literature	4
*Chm. 6	Quantitative Chemical Analysis	4
*Phil. 1	Logic	3

FOURTH YEAR

*Phy. 1	General Physics—Part 1	4
His. 1	United States in World Affairs—Part 1	4
Eco. 1	Principles of Economics—Part 1	3
Eng. 6	Survey of American Literature	4
*Phy. 2	General Physics—Part 2	4
Eco. 2	Principles of Economics—Part 2	3

FIFTH YEAR

Ger. † 1	Elementary German	4
Rel. ‡ 3	The Mystical Body and the Sacraments	3
*Chm. 7	Physical Chemistry—Part 1	5
Ger. † 2	Intermediate German	4
Phil. 2	Philosophy of Human Nature	3
*Chm. 8	Physical Chemistry—Part 2	5

SIXTH YEAR

Ger. † 3	Scientific German	4
Phil. 3	Principles of Moral Philosophy	3
Phil. 4	Problems of Moral Philosophy	3
His. 2	United States in World Affairs—Part 2	4
	Major Electives	8

* Courses required for the Certificate of Proficiency in Chemistry.

† Foreign Language: German is required for Chemistry Majors.

Major Electives: Chemistry 9 and 10.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

ELECTRONIC PHYSICS PROGRAM

FIRST YEAR

		Credits
Eng. 1	Introductory Composition	3
His. 1	United States in World Affairs—Part 1	4
Mth. 1	Algebra and Trigonometry—Part 1	4
Eng. 2	Advanced Composition	3
His. 2	United States in World Affairs—Part 2	4
Mth. 2	Algebra and Trigonometry—Part 2	4

SECOND YEAR

Eng. 3	Oral Composition	4
Phil. 1	Logic	3
Mth. 3	Analytic Geometry and Calculus—Part 1	4
Phy. 1	General Physics—Part 1	4
Phil. 2	Philosophy of Human Nature	3
Mth. 4	Analytic Geometry and Calculus—Part 2	4

THIRD YEAR

Rel.‡ 1	The Bible	3
Phy. 2	General Physics—Part 2	4
Mth. 5	Analytic Geometry and Calculus—Part 3	4
Phy. 3	Circuit Theory—Part 1	4
Mth. 6	Differential Equations	4
	General Elective	4

FOURTH YEAR

Rel.‡ 2	Apologetics	3
Phy. 4	Circuit Theory—Part 2	4
Mth. 7	Applied Mathematics—Part 1	4
Eng. 5	Survey of English Literature	4
Phy. 5	Electronic Circuits—Part 1	4
Mth. 8	Applied Mathematics—Part 2	4

FIFTH YEAR

Eng. 6	Survey of American Literature	4
Rel.‡ 3	The Mystical Body and the Sacraments	3
Phy. 6	Electronic Circuits—Part 2	4
Phy. 7	Electronic Circuits—Part 3	4
Phil. 3	Principles of Moral Philosophy	3
Phy. 8	Field Theory	4

SIXTH YEAR

Phil. 4	Problems of Moral Philosophy	3
Phy. 9	Circuit Theory—Part 3	4
Phy. 10	Electronic Circuits—Part 4	4
Phy. 11	Lecture Demonstrations in Circuitry—Part 1	4
Phy. 12	Lecture Demonstrations in Circuitry—Part 2	4
	General Elective	3

General Electives: Government, and Sociology.

‡ Non-Catholics may substitute Philosophy 5, 6 and 7 for courses in Religion.

DESCRIPTION OF COURSES

The courses listed below will be given in accordance with the outlined program of study or when there is a minimum enrollment of 12 students.

ACCOUNTING

JOSEPH A. RIDER, M.A., *Co-Chairman*

ACCOUNTING 1. PRINCIPLES OF ACCOUNTING—PART 1.

4 credits

The introductory courses in accounting are designed not only to introduce the elements of the field to the future public or industrial accountant, but also to acquaint the future business managers, engineers, investors, etc., with the mechanics of accounting and to give them an insight into the principles and practices of business. In this course mechanics of debit and credit, the methods of keeping accounting records, and preparing reports will be discussed in detail.

ACCOUNTING 2. PRINCIPLES OF ACCOUNTING—PART 2.

Prerequisite, Accounting 1.

4 credits

The object of this course is to expand the principles of accounting and to apply these principles to the three organizational methods of operating a business; individual proprietorship, partnership, and corporation. This course is designed for students preparing for business management as well as for those considering a professional career in accountancy. The principles introduced in the first course are given advanced treatment. Manufacturing accounts and controls, the valuation of assets, the creation of reserves and the analysis of statements are introduced.

ACCOUNTING 3. ELEMENTARY COST ACCOUNTING.

Prerequisite, Accounting 24.

4 credits

Elementary Cost Accounting is designed to acquaint the student with the principal elements of production cost. The elements of production cost include materials, labor, and overhead. In accounting for these elements certain recognized cost systems have come into general use. These include the job cost or production order system, the process cost system, and the standard cost system. The elements of production cost are the same, irrespective of which system may be used in accounting for costs. Since the fundamental principles of accounting are applied in accounting for cost, a knowledge of such principles is a prerequisite to the study of Cost Accounting.

ACCOUNTING 14. INTERMEDIATE ACCOUNTING—PART 1.

Prerequisite, Accounting 2.

4 Credits

The first part of Intermediate Accounting comprises a review of the accounting cycle; a general discussion of contemporary theory in the prepar-

tion of the balance sheet, income statement, and surplus statement: a detailed analysis of theory as applied to transactions in cash, marketable securities, receivables, inventories, current liabilities, and investments, and their presentation on financial statements.

ACCOUNTING 24. INTERMEDIATE ACCOUNTING—PART 2.

Prerequisite, Accounting 14.

4 credits

The second part of Intermediate Accounting includes a detailed analysis of theory as applied to plant and equipment, intangible assets, deferred charges, long-term debt, capital stock, and surplus; the construction of financial statements from incomplete records; analysis of financial statements; and the statement of the application of funds.

ACCOUNTING 5. AUDITING.

Prerequisite, Accounting 24.

4 credits

Auditing is designed to give the student practical training in modern audit practices, emphasizing the principles and objectives sought in an audit. Emphasis is also placed upon the audit basis, the best audit standards, objective basis of reporting, the adoption of improved accounting standards, acquiring an intimate knowledge of business controls, professional ethics and legal liability.

ACCOUNTING 6. ADVANCED COST ACCOUNTING.

Prerequisite, Accounting 3.

4 credits

Advanced Cost Accounting is especially designed for students intending to enter the field of industrial accounting. The course covers the economic, industrial engineering, and managerial aspects of cost accounting with emphasis on the budget as a basis for cost control, analysis of variances, specialized cost treatments, graphic charts, capacity costs and uniform methods. (*Given in the Spring Term only.*)

ACCOUNTING 7. ADVANCED ACCOUNTING THEORY.

Prerequisite, Accounting 24.

4 credits

Advanced General Accounting is outlined as a logical conclusion to the study of the principles of accounting with emphasis on such important specialized phases of accounting as partnership, insurance, subsidiaries, estates and trusts, foreign exchange, budgets, public utilities, stock brokerage and many others. Other features of the course are consolidated balance sheets, consolidated profit and loss, mergers, receiver's accounts, realization and liquidation, and financing. (*Given in the Fall Term only.*)

ACCOUNTING 8. PERSONAL FEDERAL TAXES.

Prerequisite, Accounting 2.

4 credits

The primary purpose of this course is to give the student a true picture of the federal tax structure for individuals, partnerships, decedents, estates and trusts, and to provide training in the application of the basic principles of tax problems. The course covers the following subjects: inclusions, exclusions, and capital gain or loss applicable thereto; pay-as-you-go; withholdings; and social security tax.

ACCOUNTING 9. ADVANCED ACCOUNTING PROBLEMS.

Prerequisite, Accounting 7.

4 credits

Advanced Accounting Problems is designed to serve both as a rigid test of accounting ability and a presentation of facts and procedures encountered by public accountants in actual practice. The problems covered include division of federal and state taxes, reorganization adjustments, statement of investment bankers, bank reorganization, consolidated financial statements, markup, reconstruction of books, recapitalization, income tax problems, and many others. (*Given in the Spring Term only.*)

ACCOUNTING 10. CORPORATE AND OTHER TAXES.

Prerequisite, Accounting 8 (minimum of C grade).

4 credits

The course in Corporate and Other Taxes includes a review of the federal revenue system; federal corporate income tax; federal estate and federal gift taxes; State of Pennsylvania corporation taxes; City of Philadelphia taxes. The student will gain insight into the entire tax structure through the preparation and discussion of each type of tax return.

ACCOUNTING 12. METHODS AND PROCEDURES.

Prerequisite, Accounting 2.

4 credits

This course deals with the development and application of the theory of business procedures. It is designed primarily to familiarize the student with the allocation of responsibility according to function as a basis for internal control. The entire range of interdepartmental systems from sales order processing to shipping is thoroughly discussed. (*Given in the Spring Term only.*)

ACCOUNTING 13. BUDGETARY CONTROL.

Prerequisite, Accounting 6.

4 credits

The course in Budgetary Control provides a study of the principles of business planning for financial control of future operation through use of a budget system. Descriptions of budget systems actually used in business organizations are presented. These illustrations are intended to demonstrate that the coordination of business functions through detailed planning of production and sales and the establishment of effective financial controls are essential to successful management of business enterprises. (*Given in the Fall Term only.*)

BUSINESS LAW

ROBERT F. LAVELLE, LL.B., *Co-Chairman*

BUSINESS LAW 1. LAW OF CONTRACTS.

4 credits

Law of Contracts is designed to introduce the student to the more common rules and principles governing business transactions, the rights and duties of individuals, and the legal relationship of principal and agent.

BUSINESS LAW 2. LAW OF NEGOTIABLE INSTRUMENTS.

Prerequisite, Business Law 1.

4 credits

The first half of the course deals with the application of the principles of common law and those of the Uniform Negotiable Instrument Act to the various papers used in business transactions. The second half covers the laws of principal and surety, and insurer and insured as related to the use of business papers. (*Given in the Fall Term only.*)

BUSINESS LAW 3. LAW OF PERSONAL PROPERTY.

Prerequisite, Business Law 1.

4 credits

Law of Personal Property deals with the common and statute laws relative to the purchase, sale, transfer and bailment of personal property. The subjects covered are the legal relationship of bailor and bailee; carriers and shippers or passengers; vendor and vendee.

BUSINESS LAW 4. LAW OF BUSINESS ASSOCIATIONS.

Prerequisite, Business Law 1.

4 credits

Law of Business Associations covers the common and statute laws relative to the creation, operation and termination of partnerships, joint stock companies, business trusts, and corporations. Throughout the course, emphasis is placed upon the Uniform Partnership Act and the Incorporation Act of the State of Pennsylvania. (*Given in the Spring Term only.*)

BUSINESS LAW 6. LAW OF REAL ESTATE.

Prerequisite, Business Law 2.

4 credits

Although this course is designed principally for those engaged in real estate, it is also of value to all students wishing a well rounded knowledge of real estate transactions. The course covers the many statute and court processes which the real estate salesman and broker encounter in their daily work, as well as the legal steps necessary in securing a mortgage, in closing a sale, in terminating a lease, recording deeds and proving title.

CHEMISTRY

JOHN O. VAN HOOK, Ph.D., *Co-Chairman*

CHEMISTRY 1. GENERAL INORGANIC CHEMISTRY—PART 1.

5 credits

The general course in inorganic chemistry is divided into two parts given in consecutive terms. In this course the student is introduced to the fundamental concepts, laws and theories of inorganic chemistry. Emphasis is placed upon the quantitative aspects of the science by employing suitable experiments and calculations. Proportionate time is also devoted to the descriptive study of the elements and some of their compounds. (*Given in the Fall Term Only.*)

CHEMISTRY 2. GENERAL INORGANIC CHEMISTRY—PART 2.

5 credits

This course is a continuation of Chemistry 1. The content follows the description given above. (*Given in the Spring Term Only.*)

CHEMISTRY 3. ORGANIC CHEMISTRY—PART 1.

Prerequisites, Chemistry 1 and 2.

5 credits

The first part of the course in organic chemistry is intended to extend and apply the principles of chemistry to the study of carbon compounds including both aliphatic and aromatic derivatives. (*Given in the Fall Term only.*)

CHEMISTRY 4. ORGANIC CHEMISTRY—PART 2.

Prerequisite, Chemistry 3.

5 credits

In the second part of organic chemistry a more detailed study of the various simple classes of compounds and their reactions is made. Proteins, carbohydrates and heterocyclic compounds are included. (*Given in the Spring Term only.*)

CHEMISTRY 5. QUALITATIVE ANALYSIS.

Prerequisite, Chemistry 2.

4 credits

The lecture topics include a treatment of the theory and practice in systematic qualitative analysis, a study of the reactions of the metallic and acidic ions, and the solution of problems. In the laboratory, the semi-micro technique is used in analytical experiments. (*Not offered in 1959-60.*)

CHEMISTRY 6. QUANTITATIVE ANALYSIS.

Prerequisite, Chemistry 2.

4 credits

The content of the first course in Quantitative Analysis consists of a study of the theory, the procedures, and the stoichiometric calculations of volumetric and gravimetric analysis. Experiments designed to develop analytical techniques are performed in the laboratory. (*Not offered in 1959-60.*)

CHEMISTRY 7. PHYSICAL CHEMISTRY—PART 1.

Prerequisites, Chemistry 6, and Mathematics 5.

5 credits

The contents of the first part of the course in physical chemistry include the ideal gases, the real gases, liquids, solids, elementary thermodynamics, thermochemistry, solutions, homogeneous and heterogeneous equilibria. (*Not offered in 1959-60.*)

CHEMISTRY 8. PHYSICAL CHEMISTRY—PART 2.

Prerequisite, Chemistry 7.

5 credits

The continuation of the course in physical chemistry considers the topics of chemical kinetics, electrical conductivity, electromotive force and chemical thermodynamics. (*Not offered in 1959-60.*)

CHEMISTRY 9. QUANTITATIVE ORGANIC ANALYSIS.

Prerequisites, Chemistry 4, and 6.

4 credits

The lectures will emphasize the quantitative determination of the functional groups of organic compounds and the application of analytical procedures to organic mixtures. The laboratory work will include elemental as well as functional group analyses. (*Given in the Spring Term only.*)

CHEMISTRY 10. QUALITATIVE ORGANIC ANALYSIS.

Prerequisites, Chemistry 3, 4 and 6.

4 credits

The course in Qualitative Organic Analysis is a study of the classifying reactions of organic compounds as exemplified by the analysis of compounds and mixtures in the laboratory. (*Given in the Fall Term only.*)

ECONOMICS

JOSEPH F. FLUBACHER, Ed.D., *Chairman*

ECONOMICS 1. PRINCIPLES OF ECONOMICS—PART 1.

3 credits

The Principles of Economics is an introductory course intended to acquaint the student with fundamental economic principles and processes as they appear in such phenomena as production, exchange, value, distribution, consumption and public finance.

ECONOMICS 2. PRINCIPLES OF ECONOMICS—PART 2.

Prerequisite, Economics 1.

3 credits

This course is a continuation of Economics 1. The content follows the description given above.

ECONOMICS 3. AMERICAN ECONOMIC HISTORY.

Prerequisite, Economics 2.

4 credits

The purpose of this course is to acquaint the student with the economic development of the United States from the colonial age to the present time. In general, the subjects covered are the agricultural conquest of the West, the agricultural revolution, decline of foreign commerce, formation of a laboring class, natural resources, competition and monopoly, and the machine age. (*Given in the Spring Term only.*)

ECONOMICS 4. HISTORY OF ECONOMIC THOUGHT.

Prerequisite, Economics 2.

4 credits

A detailed study of the development of the leading economic concepts is made. The contributions of the early philosophers, the Middle Ages, the Mercantilists, the Classicists and the Neo-Classicists are considered. (*Not offered in 1959-60.*)

ECONOMICS 5. CONTEMPORARY ECONOMIC SYSTEMS.

Prerequisite, Economics 4.

4 credits

This course is a continuation of Economics 4. The German Historical Schools, Marginal Utility School, American Economic Thought, and the Economics of J. M. Keynes are treated. These are followed by a survey of Socialism, both Utopian and Scientific, and an examination of the rise and development of the Communist and Fascist Movements. The socio-economic program of the Papal Encyclicals is also considered. (*Not offered in 1959-60.*)

ECONOMICS 6. LABOR PROBLEMS IN AMERICA.

Prerequisite, Economics 2.

4 credits

The course considers the structure, functions and philosophy of labor unions, including insecurity, inadequate income, sub-standard workers and industrial conflict. Existing and proposed legislation and remedies are examined in detail. Emphasis is placed on the problem of unemployment. Reports, readings and class discussion. (*Given in the Spring Term only.*)

ECONOMICS 7. ECONOMIC PROBLEMS.

Prerequisite, Economics 2.

4 credits

Current economic problems of national life are analyzed and discussed in this course. Typical problems are those of business organizations, money and banking, trusts, railroads, international trade and tariff taxation, labor problems, government ownership, and economic planning. (*Given in the Fall Term only.*)

ENGLISH

ROBERT J. ROWLAND, M.A., *Co-Chairman*

ENGLISH 00. IMPROVEMENT OF READING.

The course in Improvement of Reading is required of all applicants who demonstrate on the entrance examination the need for better reading comprehension. The course stresses vocabulary building, increased reading speed, and improved reading comprehension. Students who are admitted provisionally must complete this course satisfactorily to gain matriculant status. This course carries no college credit.

ENGLISH 0. FUNDAMENTALS OF ENGLISH.

Fundamentals of English is a review course in grammar and composition intended for those who show by examination that they are not fully prepared for English 1. This course carries no college credit.

ENGLISH 1. INTRODUCTORY COURSE IN COMPOSITION.

3 credits

A brief historical consideration of the language followed by a thorough study of grammar is the basis of a course designed to impress upon the student the importance of language as a medium for the expression of ideas and the necessity of logical thought in the achievement of clarity and conciseness of expression. Special emphasis is placed on the development of vocabulary, on the improvement of reading habits, and particularly on self criticism as a means to aid the student in avoiding the common errors of composition.

ENGLISH 2. ADVANCED COMPOSITION.

Prerequisite, English 1.

3 credits

Advanced Composition is an intensified study of the various types of writing with original exercises in each type. The written composition emphasizes the Definition of an Abstract Term, the Exposition of a Process,

the Précis, Description, the Character Sketch, Criticism, Informal Argument, and the Research Paper. In addition, selected readings are assigned for class discussion.

ENGLISH 3. ORAL COMPOSITION.

4 credits

Oral composition is a course in which the elements of speech are stressed. Special attention will be given to the composition and delivery of speeches.

ENGLISH 5. SURVEY OF ENGLISH LITERATURE.

Prerequisite, English 2.

4 credits

An intensive study of the lives and works of the influential authors in the main stream of English Literature is the purpose of this survey course. In each period—Old English, Middle Ages, Renaissance, Restoration and Eighteenth Century, Romantic, and Victorian—particular consideration is given to social background, to the development of distinct literary types and movements, and to the philosophical spirit of the age.

ENGLISH 6. SURVEY OF AMERICAN LITERATURE.

Prerequisite, English 2.

4 credits

The Survey of American Literature is a study of the principal authors and of the main trends of American thought in literature from Colonial times to the present day. Special consideration is given to historical and philosophical background, to the Continental influence on American thought, to the development of national themes, and to the rise of naturalism, romanticism, transcendentalism, and realism.

FINANCE

VINCENT D. BRADLEY, M.B.A., *Co-Chairman*

FINANCE 1. MONEY AND BANKING.

4 credits

Money and Banking is a survey course of the financial organization of society with stress on the qualities of sound money, the gold standard and other monetary standards. It includes the evolution of banking in the United States up to and including its culmination in the Federal Reserve System. Consideration is given to the principal types of modern financial institutions and their role in the field of business.

FINANCE 2. CORPORATION FINANCE.

Prerequisite, Finance 1.

4 credits

Corporation Finance is a study of the fundamental principles of business finance. The topics included in this course are promotion, forms of business organization, stocks, bonds, notes and underwriting methods, capitalization, surplus and dividend policies, business failures and reorganizations. (*Given in the Fall Term only.*)

FINANCE 3. INVESTMENT PRINCIPLES.

Prerequisite, Finance 1. 4 credits

The purpose of the course Investment Principles is to enable investors to distinguish between the various types of investment securities; to teach the recognized tests of sound investments as regards safety, earning power and marketability; and how to act prudently with respect to diversification and vigilance in the investment of funds. (*Given in the Fall Term only.*)

FINANCE 4. STOCK MARKETS.

Prerequisite, Finance 1. 4 credits

The content of the course Stock Markets includes the following topics: the benefits rendered by exchanges to the business community; the factors affecting security prices; mechanics of security exchanges and clearing house systems; types of dealers and brokers; and the methods of buying, selling and handling securities. (*Given in the Spring Term only.*)

FINANCE 5. ANALYSIS OF FINANCIAL STATEMENTS.

Prerequisites, Accounting 1 and 2. 4 Credits

This course covers analysis of working capital, changes in capitalization, and interpretation of balance sheet changes. Emphasis is also placed on Profit and Loss statement analysis. Although all types of corporation statements are considered, emphasis is placed on industrial corporation statements. (*Not offered in 1959-60.*)

FINANCE 7. CREDIT AND COLLECTIONS.

Prerequisite, Finance 1. 4 credits

This course is a detailed study of the organization and management of a credit department, investigation techniques, principles of statement analysis, collection methods, and the legal aspects of bankruptcy and receivership in credit work. (*Given in the Spring Term only.*)

GOVERNMENT

ROBERT J. COURTNEY, Ph.D., *Co-Chairman*

GOVERNMENT 1. THE SCIENCE OF GOVERNMENT.

4 credits

The elements of political science, theories of government, papal encyclicals of the state, sovereignty in the past and at the present, nature of constitutions, intergovernmental relations, and relations with other social institutions form the plan of this course.

GOVERNMENT 2. AMERICAN FEDERAL GOVERNMENT.

4 credits

This course provides a study of the organization and functions of the Federal Government of the United States; the separation of powers; and the relations with the States.

HISTORY

UGO DONINI, M.A., *Chairman*

HISTORY 1. THE UNITED STATES IN WORLD AFFAIRS—PART 1.

4 credits

This course deals with the political, intellectual, social, economic, and religious development of the United States; and its relation and influence on world affairs from the French and Indian wars to the end of the Civil War. Emphasis is laid upon the achievement of a broad picture of the formative years of the American Nation.

HISTORY 2. THE UNITED STATES IN WORLD AFFAIRS—PART 2.

4 credits

This course deals with the political, intellectual, social, economic, and religious development of the United States; and its relation and influence on world affairs from the period of reconstruction following the Civil War to the present time. Special attention is given to newer interpretations of recent world affairs.

INDUSTRY

JOSEPH E. CROWLEY, LL.B., *Co-Chairman*

INDUSTRY 1. INTRODUCTION TO MODERN BUSINESS.

4 credits

The purpose of this course is to acquaint the student with the important functions performed by modern business and industry. The content is a survey of these functions and a treatment of their relationship to each other from both a theoretical and a practical viewpoint.

INDUSTRY 2. INDUSTRIAL MANAGEMENT.

Prerequisite, Industry 1.

4 credits

Practical training is provided in the more important types of problems encountered by executives at the level of the executive factory manager. The main objective is to develop the ability to analyze and solve problems in management control of production and in the formulation of production policies. Problems discussed cover such topics as plant location, plant size, choice of equipment, plant layout, raw material supply and control, quality control, planning and scheduling, cost control, and factory organization.

INDUSTRY 3. INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT.

Prerequisite, Industry 2.

4 credits

The objective of this course is to inculcate new methods, ideas and practices applicable to personnel management. The course is designed to train students to analyze existing programs, to adapt procedures and to develop original methods which will insure a smooth-running, highly efficient personnel administration.

INDUSTRY 4. METHODS ANALYSIS AND TIME STUDY.

Prerequisites, Industry 2, and a qualifying score for the Mathematics Achievement Test or Industry 15. 4 credits

Modern procedures for analyzing all types of productive activities involving human labor is the objective of this course. The topics covered are process charting and analysis, principles of motion economy, synthetic times, stop watch time study, time study standards, and the application of time study data to incentive systems.

INDUSTRY 5. MANUFACTURING PROCESSING AND BLUEPRINT READING.

Prerequisites, Industry 2 and 4. 4 credits

The purpose of this course is to enable the student to familiarize himself with the various processes, machinery and tooling for the production of consumer goods. It covers a study of the methods, equipment and tooling for producing various types of work on a production basis. Instruction and practice in blueprint reading are also included in this course.

INDUSTRY 6. LABOR LEGISLATION.

Prerequisites, Business Law 1 and Industry 3. 4 credits

Federal and State Labor Laws will be of particular interest to students of business management, and especially to those interested in industrial relations, or to those engaged in labor activities. The course provides an analysis of all the important Federal and State Labor Statutes and Regulations. (*Given in the Fall Term only.*)

INDUSTRY 7. PRODUCTION CONTROL.

Prerequisites, Industry 4, and 5. 4 credits

The course in Production Control deals with the problems which arise in connection with establishing and administering operating controls. The course includes a study of nomenclature, storeskeeping controls, development and engineering, planning procedures, and job controls.

INDUSTRY 8. PLANT LAYOUT.

Prerequisites, Industry 5 and 7. 4 credits

This course is designed to acquaint the student with the fundamental principles of plant layout as a major factor in maximum utilization of plant and equipment; important work-locating, work-holding, and tool-guiding devices essential to the manufacture of interchangeable parts and mass and quantity production. (*Given in the Fall Term only.*)

INDUSTRY 9. INDUSTRIAL ADMINISTRATION.

Prerequisite, Senior Standing. 4 credits

The course in Industrial Administration is a study of the mechanics of originating, developing and coordinating company policy and procedures. Topics discussed include external influences in creating policy, integration of policy created at various levels, principles of organization, coordination and executive control, procedure classification and identification.

INDUSTRY 10. PROCUREMENT AND MATERIALS CONTROL.

Prerequisite, Industry 2.

4 credits

The purpose of this course is to acquaint the student with the principles of scientific ordering and purchasing of materials. The subjects discussed are organization of the purchasing department, ordering procedure, the purchase order, sources of supply, non-productive materials, productive materials, stores and inventories.

INDUSTRY 11. METHODS AND PROCEDURES.

Prerequisite, Accounting 2.

4 credits

(See description under Accounting 12.) (Given in the Spring Term only.)

INDUSTRY 12. COMPENSATION METHODS AND JOB EVALUATION.

Prerequisites, Industry 2 and 3.

4 credits

This course is designed to acquaint the student with the principles of job evaluation, compensation methods, and the technique and installation of incentive plans.

INDUSTRY 13. COLLECTIVE BARGAINING.

Prerequisites, Industry 3 and 6.

4 credits

Collective Bargaining is the study of the external and internal factors which influence the establishment of trade agreements and the application of the provisions of the established trade agreement to day-to-day employer-employee problems. Some of the topics covered in this course are the functions of collective bargaining; its application in day-to-day operations; its characteristic processes and procedures; and the effect of the law on negotiations and the resulting trade agreement. These topics are explored, analyzed and answered through a study of authentic cases drawn from industry. Outside reading is required. (Given in the Spring Term only.)

INDUSTRY 14. PRINCIPLES OF QUALITY CONTROL.

Prerequisite, Industry 5.

4 credits

This course is designed to give the student both a broad perspective of the quality function and a practical working knowledge of the application of quality control to industry today. It covers the economics of quality control, the organization for quality; the acceptance, control, and assurance of quality, and similar aspects.

INDUSTRY 15. BUSINESS MATHEMATICS.

4 credits

This course is designed to meet the needs of students of business and industry. It provides the mathematical background needed for success in the study of courses in industry and business statistics. Students who achieve a qualifying score in the Business Mathematics Test are not required to take this course.

INDUSTRY 16. INTEGRATED AND ELECTRONIC DATA PROCESSING.

Prerequisite, Senior Standing.

4 credits

This course is designed to familiarize the student with the broader aspects of the field of integrated and electronic data processing. Consideration is given to the following topics: growth and development of data processing; punched card systems; communication aspects of data processing; integrated data processing; fundamentals of electronic digital computers; basic elements of, reasons for, and current approach to electronic data processing; systems development; state of the technology; relation to automation; fields and trends of application; and current status and future outlook of data processing.

INSURANCE

JOHN H. CHRISTIE, B.S., *Co-Chairman*

INSURANCE 1. THE PRINCIPLES OF INSURANCE.

4 credits

This course provides a study of the underlying principles upon which all forms of insurance are based. Beginning with the theory of probabilities, the principles are developed as they apply to the different branches of the business. The five great divisions of insurance—life, fire, marine, casualty, and social—are presented.

INSURANCE 2. THE PRINCIPLES OF LIFE INSURANCE.

4 credits

In this course thorough consideration is given to all phases of the complex subject of life insurance. (*Not offered in 1959-60.*)

INSURANCE 3. FIRE AND INLAND MARINE INSURANCE.

4 credits

This course considers in detail the fire policy contract, description of the property, endorsements and forms, schedule rating, and the various inland marine insurance contracts and endorsements. (*Given in the Spring Term only.*)

INSURANCE 4. CASUALTY INSURANCE.

4 credits

The contents of the course in casualty insurance includes the following: automobile, burglary, public-liability, compensation, accident and health, steamboiler, machinery, and plate-glass insurance; and fidelity and surety-bonds insurance. Attention is paid to policy contract, rate making, experience rating, special agreements and endorsements, assignment of policies, and etc. (*Given in the Fall Term only.*)

MARKETING

GEORGE R. SWOYER, M.B.A., *Chairman*

MARKETING 1. PRINCIPLES OF MARKETING.

4 credits

A consideration of the channels, functions, and policies of the retailer, wholesaler, and manufacturer; types of middlemen and their functions; and

produce exchanges and other markets. Attention is also given to the consumer's point of view through emphasis on information labeling, quality standards, and tests of commodities.

MARKETING 2. RETAIL METHODS AND POLICIES.

Prerequisite, Marketing 1.

4 credits

This course is designed to enable students of marketing to understand the structure of retailing and the variety of problems associated with the operation of stores of various types; the practical methods employed in leading retail organizations and the evaluation of opportunities in the field. (*Given in the Fall Term only.*)

MARKETING 3. PERSONAL SELLING.

Prerequisite, Marketing 1.

4 credits

This course is designed to acquaint the student with the technique of personal selling and with what he should know to succeed as a salesman—marketing and distribution, analysis of the proposition, the salesman's qualifications, and the basic psychological principles of selling. (*Given in the Spring Term only.*)

MARKETING 4. SALES ADMINISTRATION.

Prerequisite, Marketing 1.

4 credits

The course deals with the main problems faced by sales executives in the operation and control of salesmen and the establishment of sales policies for manufacturing, wholesale, and retail organizations, including such matters as the structure of the distribution department, field sales organization, selection and training of salesmen, assignment of their tasks, and supervision of their activities.

MARKETING 5. ADVERTISING.

Prerequisite, Marketing 2.

4 credits

The course provides a scholarly and up-to-date treatment of the economic and social aspects of advertising, including the scope of advertising and the important methods and techniques of research which form the basis of any advertisement or advertising campaign; a practical treatment of copy, layout, reproduction, and media; the effectiveness of advertising, advertising departments, and the advertising agency. (*Given in the Fall Term only.*)

MARKETING 6. MARKETING RESEARCH AND ANALYSIS.

Prerequisite, Senior Standing.

4 credits

This course deals with the use of scientific method in the solution of specific marketing problems and in the conduct of general market research studies. Topics considered include purposes achieved by market research and analysis; agencies for carrying on the work; sources of information; problems of research and analysis; methods of carrying on research and of analyzing information obtained; and the proper presentation of the results. (*Given in the Spring Term only.*)

MATHEMATICS

WALTER O. CARLSON, PH.D., *Co-Chairman*

MATHEMATICS 0. COLLEGE ALGEBRA.

4 credits

College Algebra is a basic course intended for those who do not qualify for Mathematics 1. Emphasis is placed upon the fundamental concepts of Algebra.

MATHEMATICS 1. ALGEBRA AND TRIGONOMETRY—PART 1.

Prerequisite, Mathematics 0, or a qualifying score for the Mathematics Achievement Test.

4 credits

Mathematics 1 is the first part of an integrated course in Algebra and Trigonometry based upon the unifying concept of the function. The topics included in Part 1 are the system of real numbers; functions; exponential and logarithmic functions; trigonometric functions; and complex numbers.

MATHEMATICS 2. ALGEBRA AND TRIGONOMETRY—PART 2.

Prerequisite, Mathematics 1.

4 credits

The topics considered in Part 2 of Algebra and Trigonometry are the theory of equations; systems of equations; permutations, combinations, the binomial theorem and probability; sequences; and inverse functions and trigonometric equations.

MATHEMATICS 3. ANALYTIC GEOMETRY AND CALCULUS—PART 1.

Prerequisite, Mathematics 2.

4 credits

This is the first of a series of three consecutive courses in Analytic Geometry and Calculus in which an integrated treatment is given to the following subjects: the basic concepts of Analytic Geometry and Calculus, graphs of functions, the derivative, graphic analysis by derivatives, applications of derivatives, velocity, acceleration, rates, differentials, approximate values, and integration.

MATHEMATICS 4. ANALYTIC GEOMETRY AND CALCULUS—PART 2.

Prerequisite, Mathematics 3.

4 credits

The topics considered in Part 2 of Analytic Geometry and Calculus are the integral as the limit of a sum, geometrical applications of integration, physical applications, derivatives of trigonometric functions, polar coordinates, conic sections, differentiation of logarithmic and exponential functions.

MATHEMATICS 5. ANALYTIC GEOMETRY AND CALCULUS—PART 3.

Prerequisite, Mathematics 4.

4 credits

Mathematics 5 concludes the sequence in Analytic Geometry and Calculus. The topics discussed are vectors, the Law of the Mean, indeterminate forms, formal integration, trigonometric integrals and applications, partial fractions surfaces, partial derivatives, multiple integrals, and infinite series.

MATHEMATICS 6. DIFFERENTIAL EQUATIONS.

Prerequisite, Mathematics 5.

4 credits

In this course, an extended treatment of differential equations is given according to the following topics: order and degree of equations, hyperbolic functions, applications to scientific investigation, equations of first order and first degree, integrable combinations, homogeneous equations of nth degree, linear equations of nth order and first degree, applications of linear equations, the differential operator, and simultaneous equations.

MATHEMATICS 7. APPLIED MATHEMATICS—PART 1.

Prerequisite, Mathematics 6.

4 credits

The topics considered in this course are infinite series, complex numbers, Fourier series, Fourier integral, zeros of polynomials (Graffe's method), determinants and matrices, solution of transcendental equations, LaPlace transforms, partial and continued fractions, vector analysis, and partial differential equations.

MATHEMATICS 8. APPLIED MATHEMATICS—PART 2.

Prerequisite, Mathematics 7.

4 credits

This course is a continuation of Mathematics 7 and includes the following topics: electrical and mechanical transients, Lagrange's equations, Bessel functions, wave equations, solutions of LaPlace equations, equations of heat conduction, boundary value problems, complex variable, probability and statistics.

MODERN LANGUAGES

FRENCH

FRENCH 1. ELEMENTARY FRENCH.

4 credits

The elementary course is designed to impart the basic rules governing French grammar and phonetics and to prepare the student for later mastery in reading, writing, and speaking the French language.

FRENCH 2. INTERMEDIATE FRENCH.

Prerequisite, French 1.

4 credits

The intermediate course in French is a review course of the fundamentals of grammar with readings and exercises in written composition.

FRENCH 3. SURVEY OF FRENCH LITERATURE.

Prerequisite, French 2.

4 credits

The survey course requires readings from the works of representative authors from the following literary periods: The Middle Ages, the Renaissance, the Classical Age, the Eighteenth Century, the Romantic Era, the Realistic Period, Symbolism and Contemporary Literature. Additional work in spoken French will be included in this course.

GERMAN

GERMAN 1. ELEMENTARY GERMAN.

4 credits

The elementary course is designed to impart the basic rules governing German grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the language.

GERMAN 2. INTERMEDIATE GERMAN.

Prerequisite, German 1.

4 credits

This course is a review of the fundamentals of grammar with emphasis on oral reading and exercises in composition.

GERMAN 3. SCIENTIFIC GERMAN.

Prerequisite, German 2.

4 credits

This course is offered to Chemistry Majors as a preparation for the reading of collected works and scientific journals printed in German.

SPANISH

SPANISH 1. ELEMENTARY SPANISH.

4 credits

The elementary course is designed to impart the basic rules governing Spanish grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the Spanish language.

SPANISH 2. INTERMEDIATE SPANISH.

Prerequisite, Spanish 1.

4 credits

The intermediate course in Spanish provides a review of the fundamentals of grammar with advanced readings and exercises in composition.

SPANISH 3. SURVEY OF SPANISH LITERATURE.

Prerequisite, Spanish 2.

4 credits

In this course the student is introduced to the study of Spanish literature from the Middle Ages through the Golden Age to the present time.

PHILOSOPHY

E. RUSSELL NAUGHTON, Ph.D., *Chairman*

PHILOSOPHY 1. LOGIC.

3 credits

The requirements of correct thinking as applicable in all forms of speaking and writing are studied in a systematic manner. The methods of composing and recognizing logical thought are emphasized, as well as training in the detection of fallacies and errors in thought.

PHILOSOPHY 2. THE PHILOSOPHY OF HUMAN NATURE.

Prerequisite, Philosophy 1.

3 credits

The content of this course consists of a philosophical analysis of human nature which studies the position of man in the order of living beings and which lays particular emphasis on man's rational life.

PHILOSOPHY 3. PRINCIPLES OF MORAL PHILOSOPHY.

Prerequisite, Philosophy 2.

3 credits

The purpose of this course is to establish the rational basis for moral judgment in the solution of the problems of human conduct. The content of the course presupposes the analysis of human nature as presented in Philosophy 2, and extends the treatment of the philosophical concepts through the analysis of the nature of law to the specification of the principles of human guidance and the consequent patterns of reasonable conduct.

PHILOSOPHY 4. PROBLEMS OF MORAL PHILOSOPHY.

Prerequisite, Philosophy 3.

3 credits

This course has the two-fold purpose of analyzing certain basic problems of the individual and of the social order which must be faced by reasonable people living in America today, and of applying the principles of moral philosophy to these problems. Some of the problems to be considered are sex, marriage, and the family; contracts, wages, strikes, etc.; civil rights and political activities; and freedom of speech and of education.

PHILOSOPHY 5. BASIC PHILOSOPHY.

3 credits

This course provides a basis for an outlook on life in conformity with the spiritual nature of man. It prepares the non-Catholic student for the required course in Philosophy, and may be substituted by non-Catholic students for Religion 1. (*Given in the Fall Term only.*)

PHILOSOPHY 6. PHILOSOPHY OF RELIGION—PART 1.

Prerequisite, Philosophy 5.

3 credits

Philosophy of Religion is concerned with the analysis of religious problems in the light of human reason. Evidence drawn from philosophy, the physical sciences and psychology is used in considering the following topics: God, His Nature, His Providence, the psychology of prayer and worship, charity and moral life, eternal life and immortality, the possibility of prophecy, miracles and revelation. This course may be substituted by non-Catholic students for Religion 2. (*Given in the Spring Term only.*)

PHILOSOPHY 7. PHILOSOPHY OF RELIGION—PART 2.

Prerequisite, Philosophy 6.

3 credits

This course is a continuation of Philosophy 6. It may be substituted by non-Catholic students for Religion 3. (*Given in the Fall Term only.*)

PHYSICS

ARTHUR H. BENNER, Ph.D., *Co-Chairman*

PHYSICS 1. GENERAL PHYSICS—PART 1

Prerequisite, Mathematics 2.

4 credits

The general course in physics introduces the student to the fundamentals of the science. The topics considered in Part 1 in lecture and laboratory are mechanics, heat and sound.

PHYSICS 2. GENERAL PHYSICS—PART 2.*Prerequisite, Physics 1.**4 credits*

This course is a continuation of Physics 1 covering the topics of light, magnetism and electricity.

PHYSICS 3. CIRCUIT THEORY—PART 1.*Prerequisites, Physics 2, and Mathematics 5.**4 credits*

The fundamentals of electricity and of magnetism are introduced, and the principles of circuits are developed. The course includes the topics of work, power, energy, simple networks, impedance, complex representation of sinusoidal quantities, and phasor algebra.

PHYSICS 4. CIRCUIT THEORY—PART 2.*Prerequisites, Physics 3, and Mathematics 6.**4 credits*

Physics 4 continues the development of circuit fundamentals. This course introduces the concepts of resonance, network theorems, coupled circuits, simple filters, and the application of Laplace transforms to network problems.

PHYSICS 5. ELECTRONIC CIRCUITS—PART 1.*Prerequisites, Physics 4, and Mathematics 6.**4 credits*

The first part of Electronic Circuits considers the fundamentals of electron ballistics in the presence of electric and magnetic fields. The subject matter includes electron emission, vacuum tube elements, diodes, triode fundamentals, and rectifiers.

PHYSICS 6. ELECTRONIC CIRCUITS—PART 2.*Prerequisites, Physics 5, and Mathematics 7.**4 credits*

Physics 6 presents the fundamentals of vacuum tube circuits and a brief introduction to transistor circuits. The topics include equivalent circuits, multielement tubes, small signal amplifiers, low pass and band pass amplifiers, semiconductor fundamentals, transient response, and Laplace transforms.

PHYSICS 7. ELECTRONIC CIRCUITS—PART 3.*Prerequisites, Physics 6, and Mathematics 7.**4 credits*

This course continues the logical development of electronic circuits presented in Physics 6. In particular, the topics covered are power amplifiers, oscillators, modulation, demodulation, and applications to receivers and transmitters. This course includes a consideration of simple transistor circuits.

PHYSICS 8. FIELD THEORY.*Prerequisites, Physics 7, and Mathematics 8.**4 credits*

The course in Field Theory is concerned primarily with the development of the theory of electric waves. The topics considered are electric fields, magnetic fields, induced emf, waves in dielectric and conducting media, and an introduction to wave guides and antennas. (*Given in the Spring Term only.*)

PHYSICS 9. CIRCUIT THEORY—PART 3.

Prerequisites, Physics 7, and Mathematics 8. 4 credits

The concluding course in Circuit Theory is devoted to the development of the theories of modern network analysis. The topics covered are network equations, physical and mathematical description of networks, pole zero representation, time and frequency domain representation, and one and two terminal reactive networks. (*Not offered in 1959-60.*)

PHYSICS 10. ELECTRONIC CIRCUITS—PART 4.

Prerequisites, Physics 9, and Mathematics 8. 4 credits

Physics 10 consists of an expanded discussion of semiconductor principles and their application to transistors and to some of the new solid state devices; and the rudiments of stochastic processes in engineering. (*Given in the Fall Term only.*)

PHYSICS 11. LECTURE DEMONSTRATIONS IN CIRCUITRY—PART 1.

Prerequisite, Physics 6. 4 credits

By means of demonstrated lectures and problems, the theories considered in the other electronic courses are applied to functioning circuits. The demonstrations include circuit components and test equipment; power supplies and filters; vacuum tube and simple transistor circuits; audio, video, and r.f. amplifiers; and oscillators.

PHYSICS 12. LECTURE DEMONSTRATIONS IN CIRCUITRY—PART 2.

Prerequisites, Physics 11, and Mathematics 7. 4 credits

This course is a continuation of Physics 11. The topics included are integrating and differentiating circuits; clamping and clipping circuits; trigger circuits; multivibrators; sawtooth generators; and other pulse circuits.

PSYCHOLOGY

PSYCHOLOGY 1. PSYCHOLOGY OF ADJUSTMENT.

4 credits

Psychology of Adjustment is a dynamic approach to the problems of an integrated personality, designed to assist the student in his individual and social adjustment.

PSYCHOLOGY 2. INDUSTRIAL PSYCHOLOGY.

Prerequisite, Psychology 1. 4 credits

This course is an application of psychological techniques and principles to the selection, training, and supervision of personnel; to work efficiency, employee morale, advertising, and marketing research. (*Given in the Spring Term only.*)

RELIGION

REVEREND ROBERT A. MORRISON, M.A., *Co-Chairman*

RELIGION 1. THE BIBLE.

3 credits

This course is designed to be an introduction to the Bible, including a study of inspiration, inerrancy, canonicity, the senses of Scripture, and the rules for interpretation. The religious significance of the Bible is explored by lectures and assigned readings in both the Old and the New Testament.

RELIGION 2. APOLOGETICS.

3 credits

The course in Apologetics is a rational inquiry into the basic truths of religion and the motives why a man should believe in the Catholic Church.

RELIGION 3. THE MYSTICAL BODY AND THE SACRAMENTS.

3 credits

The content of this course includes the Church as the Mystical Body of Christ; sanctifying grace and its effects; and a detailed exposition of the Mass and the seven sacraments.

SOCIOLOGY

WALTER F. ZENNER, M.A., *Co-Chairman*

SOCIOLOGY 1. INTRODUCTORY SOCIOLOGY.

4 credits

Introductory Sociology is a study of the fundamental concepts in several approaches to an understanding of human relationships.

SOCIOLOGY 4. MARRIAGE AND THE FAMILY.

3 credits

The content of this course emphasizes those factors, based upon Christian principles, which make for successful family life.

STATISTICS

STATISTICS 1. BUSINESS STATISTICS.

*Prerequisite, Industry 15 or a qualifying score for the Mathematics**Achievement Test.*

4 credits

This course deals with important sources of business and economic data and with those methods of graphic presentation and statistical analysis that are more frequently used in business. The following topics are treated: collection of data; common types of error in use of numbers; tabular and graphic presentation of data; computation and application of ratios, averages and measures of variation; elementary analysis of time series, index numbers, and introduction to sampling theory.

129 !

